

RGS EXECUTIVE COMMITTEE AGENDA

Agenda materials may be viewed on the Agency's web site or by contacting the Executive Director prior to the meeting.

REGULAR MEETING**via Teleconference****February 20, 2025****1:00 p.m**

Citrus Heights Water District, Bldg A, General Mgr's Office, 6230 Sylvan Rd, Citrus Heights, CA 95610
Dublin Civic Center, City Manager's Office, 2nd Floor, 100 Civic Plaza, Dublin, CA 94568
Larkspur City Hall, Assistant City Manager's Office, 400 Magnolia Ave, Larkspur, CA 94939
Napa City Hall, City Manager's Office Blue Room, 955 School St, Napa, CA 94559
Soledad City Hall, City Manager's Office, 248 Main Street, Soledad, CA 93960
Walnut Creek City Hall, Office of the City Mgr, 3rd Floor, 1666 North Main St, Walnut Creek, CA 94596
Yountville Town Hall, Office of the Town Mgr, 6550 Yount Street, Yountville, CA 94599

The public may attend in person at any of the posted locations, or via RingCentral using the following link: <https://meetings.ringcentral.com/j/1475515025>, or by calling 1-650-242-4929 and entering the meeting ID#: 147 551 5025

1. CALL TO ORDER / ROLL CALL

A. Election of Officers

Action**2. PUBLIC COMMENT**

A. Each speaker is limited to two minutes. If you are addressing the Executive Committee (EC) on a non-agenda item, the EC may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2). However, the EC's general policy is to refer items to staff for attention, or have a matter placed on a future EC agenda for a more comprehensive action or report.

3. APPROVAL OF CONSENT AGENDA

Consent agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Executive Committee, staff, or public request specific items to be removed for separate action.

A. Approval of **November 21, 2024** Minutes**Action**

B. Approval of Regularly Scheduled Meetings Calendar

C. Approval of Payments and Deposits made October through December 2024

D. Approval of Investments Report through December 2024

E. Receive and File Management Services Agreements Update

F. Receive and File Municipal Dental Pool Update

G. Receive and File Agency Bonus Awards

- H. Approval of Updates to Sick Leave, Use of Personal Vehicle, and FMLA/CFRA Human Resources Policies
- I. Approval of Update to Finance & Agency Operations Policies

4. TREASURER'S REPORT

- A. Review of Prelim. FYTD Financial Reports & Business Dev. through December 2024 Information
- B. Approval of RFP for Independent Audit Services Action

5. OLD BUSINESS – None

6. NEW BUSINESS

- A. Compliance with AB 2561 Information
- B. Strategic Plan: Action Workgroups Update Information
- C. Future Budget Process and Plans Information

Recess to Closed Session

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Pursuant to Government Code Section 54956.9(d)(1))

Name of cases: Estate of Douglas Breeze et al. v. Board of Administration of the California Public Employees' Retirement System, Third Appellate District Case No. C099877

Dowswell v. Board of Administration of the California Public Employees' Retirement System, Third Appellate District Case No. C100027

Sandhu v. Board of Administration of the California Public Employees' Retirement System, Third Appellate District Case No. C100028

Souza et al. v. Board of Administration of the California Public Employees' Retirement, Third Appellate District Case No. C099861

Tarlochan Sandhu, et al. v. Theresa Taylor, et al., United States Court of Appeals 9th Circuit Case No. 25-841

Recess to Open Session

Possible Report out of Closed Session

Information

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director:
- B. Members:

8. ADJOURN MEETING

Next Regular Meeting **May 8, 2025** in Monterey

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Sophia Selivanoff at (650) 587-7300. Notification in advance of the meeting will allow for reasonable arrangements to ensure accessibility.

**REGIONAL GOVERNMENT SERVICES AUTHORITY
EXECUTIVE COMMITTEE MINUTES
NOVEMBER 21, 2024**

The Regional Government Services Authority held a regular meeting of the Executive Committee on November 21, 2024 via teleconference. The meeting was called to order at 1:12 p.m.

1. CALL TO ORDER / ROLL CALL

Members Present: Dan Buckshi, Chair
Hilary Straus, Vice Chair
Liz Habkirk, Member
Megan Hunter, Member
Shannon O'Hare, Member
Colleen Tribby, Member
Celia King, Alternate Member

Members Absent: None

Other Attendees: Sophia Selivanoff, Executive Director/CFO
Gina Schuchard, Deputy CFO
Rich Oppenheim, Administrative Services Manager
Deona Knight, HR Manager
Lindsay Rice, Accounting Manager
Ashley Metzger, Communications Manager
Tiffany Buraglio, Executive Assistant
Sophia Kuo, Pun Group

Chair Buckshi moved Item 2 up in the agenda

2. PUBLIC COMMENT – None

1. CALL TO ORDER / ROLL CALL

A. Election of Officers

Executive Director Selivanoff noted the Executive Director Performance Evaluation Ad Hoc committee is comprised of the current and immediate past chair of the Executive Committee. Because Chair Buckshi is both the current and immediate past Chair, a mid-cycle election would provide a second member for the committee. Moving forward, it is planned to have elections annually in May.

Chair Buckshi noted that recent process has been for the Vice Chair to step up in the Chair position for continuity and Vice Chair Straus stated he would be happy to be offered for consideration for the Chair position.

Action: Moved and seconded (Hunter/Tribby) to nominate Hilary Straus as Chair of the Executive Committee.

AYES: Buckshi, Straus, Hunter, O'Hare, Tribby, King

NOES: None

ABSTAIN: None

Chair Straus stated his appreciation for the institutional knowledge Member Buckshi has provided over the past years. Straus reiterated the tradition for the Vice Chair to move to the Chair position after a year and welcomed nominations for the Vice Chair position. Member Tribby volunteered to serve as Vice Chair.

Action: Moved and seconded (O'Hare/Buckshi) to nominate Colleen Tribby as Vice Chair of the Executive Committee.
AYES: Buckshi, Straus, Hunter, O'Hare, Tribby, King
NOES: None
ABSTAIN: None

3. APPROVAL OF CONSENT AGENDA

Staff requested item 3B be pulled from the consent agenda for discussion

1:20 p.m. Member Habkirk joined the meeting.

- A. Approval of **September 19, 2024** Minutes
 - C. Approval of Payments and Deposits made July 2024 through September 2024
 - D. Approval of Investments Report through September 2024
 - E. Receive and File Management Services Agreements Update
 - F. Receive and File Municipal Dental Pool Update
 - G. Receive and File Agency Bonus Awards Update
 - H. Approval of Update to HRP – Workplace Violence and AI Policy
- B. Approval of Regularly Scheduled Meetings Calendar
Executive Director Selivanoff noted that the standard meeting calendar has been updated to add some standing events which better align Executive Committee tasks with the annual financial calendar. The standing Board meeting has also been moved to the May meeting.

Executive Director Selivanoff also noted that the 2025 May meeting has been tentatively scheduled a week earlier on May 8-9 because of a conflict with the ACWA conference. Member Hunter said the original scheduled time also posed a conflict so the earlier week would be preferable. Other members noted the earlier week would work.

Action: Moved and seconded (Tribby/Hunter) to approve the Consent Agenda, including 3B
AYES: Buckshi, Straus, Habkirk, Hunter, O'Hare, Tribby, King
NOES: None
ABSTAIN: None

4. TREASURER'S REPORT

- A. Review of Preliminary FYTD Financial Reports through September 2024.
This is an informational item only. No action was taken.
Accounting Manager Rice reviewed the finance reports and provided information about how the recent cut in Federal interest rates are anticipated to affect the JPA's financials, as was asked at the last Executive Committee meeting. Accounting Manager Rice

indicated that it is the JPA's goal to maximize interest earnings while preserving liquidity to meet current and anticipated obligations.

Staff was asked how the JPA is performing in relation to last year as well as in relation to what was anticipated at this point in the fiscal year. Executive Director Selivanoff stated performance is about what was expected at this point in the year and not particularly different from last year.

It was asked if staff was considering any adjustments to investment strategies considering the significant change in the country's Federal administration. Executive Director Selivanoff explained that the JPA does not have a lot of funds in long term investments which are more reactive to such changes. Members discussed changes their agencies have made in response to the upcoming Federal administration change.

Staff was asked how investments are managed, particularly if a consultant is retained. Executive Director Selivanoff noted that most cash is in short term investments for the purpose of quick conversion to cash. Because of the lack of long term investments, it is thought that the cost of a consultant is not warranted.

It was additionally asked if the JPA was considering placing more funds in reserves due to the current climate. Executive Director Selivanoff answered that the team is balancing the desire to place additional funds in reserves without raising rates too much.

The Chair asked what percentage of the JPA's revenue was due to clients versus special districts versus state contracts. The Executive Director noted that two-thirds of the JPA's revenue comes from the Professional Employment Services line of business.

The group discussed the potential state legislation which may limit the use of contractors by state agencies, and how this may affect both the JPA's business as well as the ability for state agencies to provide services.

B. Receive and File FY24 Audited Financial Statements.

This is an informational item only. No action was taken.

Interim Deputy Chief Financial Officer Schuchard introduced Sophia Kuo, lead auditor from the Pun Group, who reviewed the JPA audit process and results of the FY24 Audited Financial Statements.

Ms. Kuo was asked if there was anything beyond the published opinion that was a recommendation or suggestion from the auditors. Ms. Kuo stated there was nothing additional, and that this year's audit proceeded more quickly than last year due to the staff transition that overlapped last year's audit process. Members congratulated staff for the hard work which resulted in the positive audit results.

C. Authorize Extension of External Auditor Engagement.

Interim Deputy Chief Financial Officer Schuchard noted that extension would be the fifth consecutive year the JPA has contracted with the Pun Group and staff would be issuing an RFP for auditor services next spring to start with the FY25-26 audit.

Members asked what the current JPA audit policy requires, and Interim Deputy CFO Schuchard stated the audit rotation policy allows for a two-year extension after an initial three-year contract.

Action: Moved and seconded (Buckshi/Hunter) to authorize the Executive Director to extend the external auditor engagement through FY24-25.
AYES: Buckshi, Straus, Habkirk, Hunter, O'Hare, Tribby, King
NOES: None
ABSTAIN: None

1:53 p.m. Sophia Kuo left the meeting

5. OLD BUSINESS - None

6. NEW BUSINESS

A. Approval of Finance & Agency Operations Policies

Administrative Services Manager Oppenheim explained staff was seeking approval for a comprehensive set of Finance and Agency Operations Policies which reflects efforts to seek clarity and refine the agency's unique business model. This set of policies is one of four guiding agency documents the Executive Committee approved in 2023.

Administrative Services Manager Oppenheim reviewed highlights of specific edits and additions to the policy set. In particular, the Executive Director encouraged members to designate an alternate representative for their position on the Board and/or Executive Committee as well as noted that the Member Agency Services Benefit amounts would be approved by the Board each year as a part of the yearly budget process.

It was suggested that an additional agency document which staff might consider developing is a Desk Manual series. Appreciation was expressed for the work and effort that was put in to finalize this set of policies.

Action: Moved and seconded (Tribby/Hunter) to approve the Finance & Agency Operations Policies
AYES: Buckshi, Straus, Habkirk, Hunter, O'Hare, Tribby, King
NOES: None
ABSTAIN: None

B. Communications Planning Process

This is an informational item only. No action was taken.

Executive Director Selivanoff introduced Communications Manager Metzger and noted that the Communications Planning Process is building on the Executive Director's Communications performance goal. This process was part of the September meeting, but there was not sufficient time to fully review the item, so it was included in the current meeting agenda.

Communications Manager Metzger reviewed the Communications Planning Process, highlighting the new JPA logo and website upgrade. An overview was provided for the brand assessment process, and Communications Manager Metzger stated staff will focus

on aligning the JPA's brand with the agency values developed at the past two Board workshops.

Members expressed appreciation for the alignment of Business Development Strategy with marketing and asked for the Executive Committee to be given ample time to discuss the alignment of goals and values with the marketing plan.

Communications Manager Metzger was asked if the logo was trademarked and Communications Manager Metzger answered that because the current logo is temporary, it would not be an efficient use of time to go through the trademark process. Members asked what the next step would be which would involve Executive Committee involvement, and Communications Manager Metzger stated staff was planning for an activity as early as the May 2025 meeting for next Executive Committee member involvement.

C. Board Orientation Presentation

This is an informational item only. No action was taken.

Executive Director Selivanoff expressed a desire to provide an overview of the "What, Who, How, and Why" of RGS for the new members of the Board and Executive Committee. Executive Director Selivanoff reviewed the types of services the JPA provides, with particular attention to the Professional Employer Services line. Staff organizational charts were presented, as well as ways the Executive Committee and Board can guide and assist the JPA.

Members asked how this presentation would be handled moving forward, and Executive Director Selivanoff stated it is anticipated that an organizational review would typically be handled in a one-on-one meeting with a new member, which would also allow for more in depth discussion of particular topics.

The newer Members expressed gratitude for the overview of the JPA structure and it was suggested to add in a snapshot of financial information into the presentation. A suggestion was also offered to modify the presentation to be oriented as a recruitment tool for the Members to be able to better explain what services RGS provides and to serve as ambassadors for the JPA. Executive Director Selivanoff said staff would be happy to provide a modified version for the Members to use as a resource.

2:31 p.m. Member Buckshi left the meeting

7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS

- A. Executive Director: Executive Director Selivanoff announced that as a part of the JPA's Conflict of Interest Policy update, staff identified that AB1234 ethics training certificates need to be recorded and that Executive Assistant Tiffany Buraglio would be reaching out to each Member to obtain their latest proof of training. Should any Member not receive AB1234 training through their own agency, the JPA will provide a training opportunity. A question was asked if the Members are also required to undergo AB1825 training for sexual harassment and Executive Director Selivanoff agreed that is also required.

Executive Director Selivanoff encouraged Members to designate alternates to their position to aid in ensuring a quorum for meetings. A question was asked if designated

alternates could be included in the yearly in-person meetings, either at the expense of the Member Agency, or at the expense of the JPA. Executive Director Selivanoff expressed approval for inclusion of alternates, and would review with the finance team if JPA funding would be available to include alternates.

Executive Director Selivanoff solicited ideas for topics for the May meeting workshop. Members voiced interest in topics focusing on hybrid/remote work and retaining employees with the current increased trend in employee mobility, a focus on developing a “retention toolkit”.

Executive Director Selivanoff thanked the Ad Hoc Strategic Plan group for their work and noted that a presentation of the results of the committee’s work was planned for the February meeting.

Executive Director Selivanoff noted that she would be on vacation starting the week following the meeting through the first couple weeks of December and that a delegation matrix to enact during the absence was still being finalized.

- B. Members: Chair Straus thanked the group for their vote of confidence in approving his move to Chair of the Executive Committee.

- 8. ADJOURN** – The meeting adjourned at 2:45 p.m. The next regular meeting is scheduled for February 20, 2025, via teleconference.

TO: EXECUTIVE COMMITTEE
FROM: Tiffany Buraglio, Executive Assistant
SUBJECT: EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS

EC Meeting: 02-20-2025
Item: 3B

MEETING SCHEDULE

The following are regularly scheduled meetings for the next 24 months, along with special topics to be discussed. Quarterly meetings are conducted on the third Thursday of the month - at least twice a year telephonically and up to two in-person, with the May meeting being held on Thursday and Friday.

Date	Who	Special Topics	Location	Notes
2024-2025				
February 20 (Thursday)	EC	Strategic Action Planning Update, Preliminary Budget, COLA and/or labor market data	Remote	1:00pm - 3:00pm
May 8-9 (Thurs - Fri)	BOD/ EC	FY26 Election of Officers (all), Appoint Members to Executive Committee, Adopt Budget, workshop, ED Evaluation/Goal Setting for FY26	Monterey Plaza	TBD
2025-2026				
September 18 (Thursday)	EC	Meeting Schedule for FY26	Remote	1:00pm - 3:00pm
November 20 (Thursday)	EC	ED Goals-Midyear Progress Rpt.; FY25 Audited Financial Statements, RGS service presentation	Remote	1:00pm - 3:00pm
February 19 (Thursday)	EC	Strategic Action Planning Update, Preliminary Budget, COLA and/or labor market data	TBD	1:00pm - 3:00pm
May 21-22 (Thurs - Fri)	BOD/ EC	FY27 Election of Officers (all), Appoint Members to Executive Committee, Adopt Budget, Conflict of Interest (even years); workshop, ED Evaluation/Goal Setting for FY27	TBD	TBD
2026-2027				
September 19 (Thursday)	EC	Meeting Schedule for FY27	Remote	1:00pm - 3:00pm

November 19 (Thursday)	EC	ED Goals-Midyear Progress Rpt.; FY25 Audited Financial Statements, RGS service presentation	Remote	1:00pm - 3:00pm
February 18 (Thursday)	EC	Strategic Action Planning Update, Preliminary Budget, COLA and/or labor market data	TBD	1:00pm - 3:00pm
May 20-21 (Thurs - Fri)	BOD/ EC	FY27 Election of Officers (all), Appoint Members to Executive Committee, Adopt Budget, workshop, ED Evaluation/Goal Setting for FY28	TBD	TBD

TO: EXECUTIVE COMMITTEE
FROM: LINDSAY RICE, Accounting Manager
SUBJECT: **PAYMENTS AND DEPOSITS – OCTOBER 2024 - DECEMBER 2024**

EC Meeting: 02-20-2025
Item: 3C

RECOMMENDATION

Review and approve expenditures made by the JPA for the period indicated.

BACKGROUND

The Executive Committee reviews and approves expenditures made by the JPA on a quarterly basis. This approval process is a component of JPA internal controls. Deposit history is also included in the report.

The following procedures have been implemented to maintain effective internal controls.

1. Invoices are received by staff.
2. JPA staff review invoices for accuracy and assignment to correct general ledger accounts.
3. Executive Director or designee reviews and authorizes payments based on approved contracts and agreements. Information provided includes date of transaction, amount, vendor or recipient, method of payment, identity of first and second staff approvers, and check or journal number.
4. All payments are brought to the next regular meeting of the Executive Committee (or Board of Directors) for review and approval.

FISCAL IMPACT

The net impact of all payments and deposits made this period maintains a minimal bank cash balance consistent with meeting funding obligations, while maximizing interest earnings in the Five Star money market account. Staff always seeks to minimize bank charges.

Two payments remain for the California Joint Powers Insurance Authority (CJPIA) liability; one due June 1, 2025, for \$287,500 and the final payment of \$525,000 due on June 1, 2026.

The fiscal impact of approving the attached list of expenditures is included in the approved budget or in subsequent contractual obligations.

Regional Government Services
Payment and Disbursement Report
As of December 31, 2024

5:19 AM
01/29/2025
Accrual Basis

					Type	Date	Num	Name	Memo	Amount	Balance
111100 · Five Star - Checking											208,958.64
					Deposit	10/01/2024			Deposit	7,780.76	216,739.40
					Deposit	10/01/2024			Deposit	12,490.27	229,229.67
					Transfer	10/01/2024			Funds Transfer	14,000.00	243,229.67
					Deposit	10/02/2024			Deposit	4,848.24	248,077.91
					General Journal	10/02/2024	4988		Health Insurance Premium 2024-10	-194,545.86	53,532.05
					General Journal	10/02/2024	4988		Dental Ins premium 2024-10	-14,890.73	38,641.32
					General Journal	10/02/2024	4988		Vision Ins premium 2024-10	-1,976.62	36,664.70
					General Journal	10/02/2024	4988		Life disability Ins premium 2024-10	-5,997.91	30,666.79
					General Journal	10/02/2024	4994		MX Merchant Fee payment 2024-09	-2,357.01	28,309.78
					Deposit	10/03/2024			Deposit	3,647.70	31,957.48
					Deposit	10/03/2024			Deposit	2,500.00	34,457.48
					Transfer	10/03/2024			Funds Transfer	-216,000.00	-181,542.52
					Transfer	10/03/2024			Funds Transfer	786,000.00	604,457.48
					Bill Pmt -Check	10/04/2024	16533	Genevieve Marsh Design Group	Client subcontractor	-200.00	604,257.48
					Deposit	10/04/2024			Deposit	53,196.91	657,454.39
					Deposit	10/04/2024			Deposit	122,155.98	779,610.37
					General Journal	10/04/2024	4959		Net Pay PPE 9/30/24	-490,112.69	289,497.68
					Deposit	10/07/2024			Deposit	17,140.44	306,638.12
					Deposit	10/07/2024			Deposit	1,023.75	307,661.87
					Bill Pmt -Check	10/07/2024	ACH	Abila	MIP - client software	-1,455.66	306,206.21
					General Journal	10/07/2024	4960		Payroll Tax and Fees PPE 9/30/24	-139,385.66	166,820.55
					Bill Pmt -Check	10/07/2024	ACH	Bobbi Wibbenhorst	Expense Reimbursement	-1,069.68	165,750.87
					Bill Pmt -Check	10/07/2024	ACH	Denise Silva	Expense Reimbursement	-362.10	165,388.77
					Bill Pmt -Check	10/07/2024	ACH	Gary Petersen	Expense Reimbursement	-626.14	164,762.63
					Bill Pmt -Check	10/07/2024	ACH	Julia Erdkamp	Expense Reimbursement	-894.68	163,867.95
					Bill Pmt -Check	10/07/2024	ACH	Justin Stephenson	Expense Reimbursement	-468.37	163,399.58
					Bill Pmt -Check	10/07/2024	ACH	Karen Raponetti	Expense Reimbursement	-629.92	162,769.66
					Bill Pmt -Check	10/07/2024	ACH	Lazof, Glenn	Expense Reimbursement	-10.55	162,759.11
					Bill Pmt -Check	10/07/2024	ACH	MJ Brown	Expense Reimbursement	-392.71	162,366.40
					Bill Pmt -Check	10/07/2024	ACH	ThuyTein Nguyen	Expense Reimbursement	-734.28	161,632.12
					Bill Pmt -Check	10/07/2024	ACH	Yogesh Patel	Expense Reimbursement	-2,897.74	158,734.38
					Check	10/07/2024	839	California State Disbursement Unit	APS payroll disbursement	-126.00	158,608.38
					Check	10/07/2024	840	California State Disbursement Unit	APS payroll disbursement	-244.00	158,364.38
					Check	10/07/2024	841	Franchise Tax Board	APS payroll disbursement	-150.00	158,214.38
					Check	10/07/2024	842	MiSDU	APS payroll disbursement	-746.53	157,467.85
					Deposit	10/07/2024			Deposit	18,735.57	176,203.42
					Deposit	10/07/2024			Deposit	7,350.00	183,553.42

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	10/08/2024	ACH	Brad Gross	Expense Reimbursement	-1,257.13	182,296.29
Bill Pmt -Check	10/08/2024	ACH	Josh Metz	Expense Reimbursement	-2,450.36	179,845.93
General Journal	10/08/2024	4958		401a Empower contributions PPE 9/30/24	-72,438.94	107,406.99
General Journal	10/08/2024	4958		457b Empower contributions PPE 9/30/24	-42,468.91	64,938.08
General Journal	10/09/2024	4995		FSA Admin Fee Payment 2024-09	-300.10	64,637.98
General Journal	10/09/2024	4996		FSA contribution PPE 9/30/24	-5,670.78	58,967.20
Deposit	10/10/2024			Deposit	5,713.50	64,680.70
Deposit	10/10/2024			Deposit	26,415.19	91,095.89
Deposit	10/10/2024			Deposit	300.00	91,395.89
General Journal	10/10/2024	4989		APS Payroll Fee Payment 2024-09	-1,790.21	89,605.68
Deposit	10/11/2024			Deposit	6,119.28	95,724.96
Deposit	10/11/2024			Deposit	31,477.00	127,201.96
Bill Pmt -Check	10/14/2024	ACH	City of Ridgecrest	October 2024 Rent	-300.00	126,901.96
Deposit	10/15/2024			Deposit	278,278.58	405,180.54
Deposit	10/15/2024			Deposit	80,121.35	485,301.89
Deposit	10/16/2024			Deposit	13,350.83	498,652.72
Transfer	10/17/2024			Funds Transfer	180,000.00	678,652.72
Deposit	10/18/2024			Deposit	206,971.30	885,624.02
Deposit	10/18/2024			Deposit	22,224.09	907,848.11
Bill Pmt -Check	10/21/2024		JMSb Strategies	Professional Services	-4,500.00	903,348.11
Bill Pmt -Check	10/21/2024		Redwood Public Law, LLP	Legal Services	-6,823.32	896,524.79
Bill Pmt -Check	10/21/2024		Scott N. Kivel	Legal Litigation	-25,770.34	870,754.45
Deposit	10/21/2024			Deposit	1,055,389.77	1,926,144.22
Transfer	10/21/2024			Funds Transfer	-180,000.00	1,746,144.22
General Journal	10/21/2024	4990		Net Pay PPE 10/15/24	-469,641.75	1,276,502.47
Bill Pmt -Check	10/22/2024	ACH	Ashley Metzger	Expense Reimbursement	-542.32	1,275,960.15
Bill Pmt -Check	10/22/2024	ACH	Carrie Rogers	Expense Reimbursement	-151.46	1,275,808.69
Bill Pmt -Check	10/22/2024	ACH	Christine Sliz	Expense Reimbursement	-67.00	1,275,741.69
Bill Pmt -Check	10/22/2024	ACH	Daisy Villasenor	Expense Reimbursement	-473.13	1,275,268.56
Bill Pmt -Check	10/22/2024	ACH	Joel Acevedo	Expense Reimbursement	-1,627.92	1,273,640.64
Bill Pmt -Check	10/22/2024	ACH	Justin Stephenson	Expense Reimbursement	-710.51	1,272,930.13
Bill Pmt -Check	10/22/2024	ACH	Karen Raponetti	Expense Reimbursement	-1,658.23	1,271,271.90
Bill Pmt -Check	10/22/2024	ACH	Lazof, Glenn	Expense Reimbursement	-54.14	1,271,217.76
Bill Pmt -Check	10/22/2024	ACH	Melissa Thomas	Expense Reimbursement	-502.98	1,270,714.78
Bill Pmt -Check	10/22/2024	ACH	Merida Alvarez	Expense Reimbursement	-44.89	1,270,669.89
Bill Pmt -Check	10/22/2024	ACH	Mike Tombakian	Expense Reimbursement	-2,439.79	1,268,230.10
Bill Pmt -Check	10/22/2024	ACH	Quentin Frazier	Expense Reimbursement	-127.58	1,268,102.52
Bill Pmt -Check	10/22/2024	ACH	Rhiannon Chin	Expense Reimbursement	-522.44	1,267,580.08
Bill Pmt -Check	10/22/2024	ACH	Sarah Hardgrave	Expense Reimbursement	-559.99	1,267,020.09
Bill Pmt -Check	10/22/2024	ACH	Sowmya Coppisetty	Expense Reimbursement	-746.48	1,266,273.61
Deposit	10/22/2024			Deposit	3,050.00	1,269,323.61
Check	10/22/2024	843	California State Disbursement Unit	APS payroll disbursement	-126.00	1,269,197.61

Type	Date	Num	Name	Memo	Amount	Balance
Check	10/22/2024	844	California State Disbursement Unit	APS payroll disbursement	-244.00	1,268,953.61
Check	10/22/2024	845	Franchise Tax Board	APS payroll disbursement	-150.00	1,268,803.61
Check	10/22/2024	846	MiSDU	APS payroll disbursement	-746.53	1,268,057.08
General Journal	10/22/2024	4991		Payroll Taxes PPE 10/15/24	-129,881.32	1,138,175.76
Transfer	10/23/2024			Funds Transfer	-1,000,000.00	138,175.76
Deposit	10/23/2024			Deposit	1,205.60	139,381.36
Deposit	10/24/2024			Deposit	4,886.70	144,268.06
Deposit	10/24/2024			Deposit	99,014.73	243,282.79
Bill Pmt -Check	10/25/2024	16534	Employment Research Services	Professional Services	-339.00	242,943.79
Bill Pmt -Check	10/25/2024	16535	Government Tax Seminars, LLC	Professional Dues & Membership	-6,250.00	236,693.79
Deposit	10/25/2024			Deposit	26,661.75	263,355.54
Transfer	10/25/2024			Funds Transfer	92,000.00	355,355.54
General Journal	10/25/2024	4998		10/15/24 Empower 401a remittance	-70,409.60	284,945.94
General Journal	10/25/2024	4998		10/15/24 Empower 457 remittance	-45,926.57	239,019.37
Bill Pmt -Check	10/28/2024	ACH	David Sodergren	CalSAWS subcontractor	-17,412.50	221,606.87
Bill Pmt -Check	10/28/2024	ACH	Eaton & Associates	Technology	-1,030.00	220,576.87
Bill Pmt -Check	10/28/2024	ACH	Mary E Uzupis	CalSAWS subcontractor	-22,575.00	198,001.87
Bill Pmt -Check	10/28/2024	ACH	Soconus, Inc	CalSAWS subcontractor	-132,650.00	65,351.87
Bill Pmt -Check	10/28/2024	ACH	US Bank	Credit Card payment	-26,994.66	38,357.21
Deposit	10/28/2024			Deposit	54,452.62	92,809.83
Deposit	10/28/2024			Deposit	5,517.88	98,327.71
Deposit	10/28/2024			Deposit	154,661.98	252,989.69
Transfer	10/28/2024			Funds Transfer	-150,000.00	102,989.69
Deposit	10/29/2024			Deposit	737.60	103,727.29
Deposit	10/29/2024			Deposit	4,550.00	108,277.29
General Journal	10/29/2024	4997		FSA Contribution PPE 10-15-24	-5,670.78	102,606.51
Deposit	10/30/2024			Deposit	6,615.85	109,222.36
Deposit	10/31/2024			Deposit	352.00	109,574.36
Deposit	10/31/2024			Deposit	300.00	109,874.36
Deposit	11/01/2024			Deposit	81,541.01	191,415.37
Deposit	11/01/2024			Deposit	25,549.18	216,964.55
Deposit	11/01/2024			Deposit	5,000.00	221,964.55
Transfer	11/01/2024			Funds Transfer	41,000.00	262,964.55
Bill Pmt -Check	11/04/2024	ACH	City of Ridgecrest	November 2024 Rent	-300.00	262,664.55
Bill Pmt -Check	11/04/2024	ACH	The Pun Group LLP	Audit	-5,000.00	257,664.55
Deposit	11/04/2024			Deposit	66,623.19	324,287.74
Deposit	11/04/2024			Deposit	15,495.00	339,782.74
General Journal	11/04/2024	5042		Health Ins premiums 2024-11	-190,764.60	149,018.14
General Journal	11/04/2024	5042		Dental Ins premium 2024-11	-14,695.56	134,322.58
General Journal	11/04/2024	5042		Vision Ins premium 2024-11	-1,952.01	132,370.57
General Journal	11/04/2024	5042		Life disability Ins premium 2024-11	-6,400.14	125,970.43
General Journal	11/04/2024	5043		Mx Merchant Fee Payment 2024-10	-2,598.29	123,372.14

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	11/05/2024			Deposit	5,000.00	128,372.14
Transfer	11/05/2024			Funds Transfer	574,000.00	702,372.14
General Journal	11/06/2024	4992		Net Pay PPE 10/31/24	-478,288.42	224,083.72
Deposit	11/06/2024			Deposit	2,766.00	226,849.72
General Journal	11/07/2024	4993		Payroll Taxes PPE 10/31/24	-138,551.38	88,298.34
Bill Pmt -Check	11/07/2024	ACH	Bobbi Wibbenhorst	Expense Reimbursement	-646.01	87,652.33
Bill Pmt -Check	11/07/2024	ACH	Brad Evanson	Expense Reimbursement	-935.86	86,716.47
Bill Pmt -Check	11/07/2024	ACH	Brad Gross	Expense Reimbursement	-723.10	85,993.37
Bill Pmt -Check	11/07/2024	ACH	Jen Simon	Expense Reimbursement	-51.86	85,941.51
Bill Pmt -Check	11/07/2024	ACH	Josh Metz	Expense Reimbursement	-2,074.65	83,866.86
Bill Pmt -Check	11/07/2024	ACH	Justin Stephenson	Expense Reimbursement	-474.51	83,392.35
Bill Pmt -Check	11/07/2024	ACH	Katherine Wylie	Expense Reimbursement	-273.00	83,119.35
Bill Pmt -Check	11/07/2024	ACH	Matthew Jadich	Expense Reimbursement	-184.39	82,934.96
Bill Pmt -Check	11/07/2024	ACH	MJ Brown	Expense Reimbursement	-1,457.22	81,477.74
Deposit	11/07/2024			Deposit	3,294.25	84,771.99
Check	11/07/2024	848	California State Disbursement Unit	APS payroll disbursement	-126.00	84,645.99
Check	11/07/2024	849	California State Disbursement Unit	APS payroll disbursement	-244.00	84,401.99
Check	11/07/2024	850	Franchise Tax Board	APS payroll disbursement	-150.00	84,251.99
Check	11/07/2024	851	MiSDU	APS payroll disbursement	-746.53	83,505.46
Check	11/07/2024	852	WI SCTF	APS payroll disbursement	-11.00	83,494.46
Deposit	11/07/2024			Deposit	2,800.00	86,294.46
General Journal	11/07/2024	5037		APS Payroll Chk# 847 PPE 10-31-24	-3,288.80	83,005.66
Bill Pmt -Check	11/08/2024	16536	Government Tax Seminars, LLC	Professional Dues & Membership	-768.00	82,237.66
Deposit	11/08/2024			Deposit	6,451.16	88,688.82
Transfer	11/08/2024			Funds Transfer	65,000.00	153,688.82
General Journal	11/08/2024	5044		APS Payroll Fee Payment 204-10	-1,856.40	151,832.42
General Journal	11/08/2024	5047		FSA Admin Fee Payment 2024-10	-310.30	151,522.12
General Journal	11/11/2024	5000		401a Empower contribution PPE 10/31/24	-72,921.78	78,600.34
General Journal	11/11/2024	5000		457b Empower contribution PPE 10/31/24	-44,646.40	33,953.94
Deposit	11/12/2024			Deposit	11,999.65	45,953.59
Deposit	11/12/2024			Deposit	152.30	46,105.89
Bill Pmt -Check	11/12/2024	ACH	Abila	MIP - client software	-1,455.65	44,650.24
General Journal	11/12/2024	5038		MidAmerica - HRA - Reimbursement of Forfeiture Q1 2024	-10,235.33	34,414.91
General Journal	11/12/2024	5045		FSA Contribution PPE 10-31-24	-5,620.78	28,794.13
Deposit	11/13/2024			Deposit	7,510.60	36,304.73
Deposit	11/14/2024			Deposit	54,766.25	91,070.98
General Journal	11/15/2024	5013		Dental Pool Revenue 1st Qtr FY25	19,626.63	110,697.61
Deposit	11/15/2024			Deposit	2,187.81	112,885.42
Transfer	11/15/2024			Funds Transfer	-87,000.00	25,885.42
Deposit	11/18/2024			Deposit	120.00	26,005.42
Deposit	11/18/2024			Deposit	69,917.08	95,922.50
Bill Pmt -Check	11/18/2024	ACH	Eaton & Associates	Technology	-65.00	95,857.50

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	11/18/2024	ACH	Wilson Elser Moskowitz Edelman & Dicker	Legal Services	-476.00	95,381.50
Deposit	11/20/2024			Deposit	1,259,367.21	1,354,748.71
Transfer	11/20/2024			Funds Transfer	514,000.00	1,868,748.71
Transfer	11/21/2024			Funds Transfer	-1,219,000.00	649,748.71
General Journal	11/21/2024	5039		Net Pay PPE 11/15/24	-483,167.38	166,581.33
Deposit	11/21/2024			Deposit	1,125.00	167,706.33
Bill Pmt -Check	11/22/2024	16537	Employment Research Services	Professional Services	-371.60	167,334.73
Deposit	11/22/2024			Deposit	22,373.32	189,708.05
Bill Pmt -Check	11/22/2024	ACH	Ashley Metzger	Expense Reimbursement	-400.10	189,307.95
Bill Pmt -Check	11/22/2024	ACH	Betsy Adams	Expense Reimbursement	-87.45	189,220.50
Bill Pmt -Check	11/22/2024	ACH	Charley Howard	Expense Reimbursement	-397.11	188,823.39
Bill Pmt -Check	11/22/2024	ACH	Denise Silva	Expense Reimbursement	-601.64	188,221.75
Bill Pmt -Check	11/22/2024	ACH	Grady Howe	Expense Reimbursement	-1,082.55	187,139.20
Bill Pmt -Check	11/22/2024	ACH	Harrison Tregenza	Expense Reimbursement	-347.77	186,791.43
Bill Pmt -Check	11/22/2024	ACH	Julie Conwell	Expense Reimbursement	-10.00	186,781.43
Bill Pmt -Check	11/22/2024	ACH	Justin Stephenson	Expense Reimbursement	-448.65	186,332.78
Bill Pmt -Check	11/22/2024	ACH	Marlene Rangel	Expense Reimbursement	-143.38	186,189.40
Bill Pmt -Check	11/22/2024	ACH	Melissa Thomas	Expense Reimbursement	-721.07	185,468.33
Bill Pmt -Check	11/22/2024	ACH	Merida Alvarez	Expense Reimbursement	-70.50	185,397.83
Bill Pmt -Check	11/22/2024	ACH	Mia Atencio	Expense Reimbursement	-40.20	185,357.63
Transfer	11/22/2024			Funds Transfer	315,000.00	500,357.63
Deposit	11/22/2024			Deposit	60,007.30	560,364.93
General Journal	11/22/2024	5040		Payroll Taxes PPE 11/15/24	-134,325.41	426,039.52
Check	11/22/2024	853	California State Disbursement Unit	APS payroll disbursement	-126.00	425,913.52
Check	11/22/2024	854	California State Disbursement Unit	APS payroll disbursement	-244.00	425,669.52
Check	11/22/2024	855	Franchise Tax Board	APS payroll disbursement	-150.00	425,519.52
Check	11/22/2024	856	MiSDU	APS payroll disbursement	-746.53	424,772.99
Check	11/22/2024	857	WI SCTF	APS payroll disbursement	-11.00	424,761.99
Bill Pmt -Check	11/25/2024	ACH	David Sodergren	CalSAWS subcontractor	-19,283.41	405,478.58
Bill Pmt -Check	11/25/2024	ACH	Eaton & Associates	Technology	-1,965.00	403,513.58
Bill Pmt -Check	11/25/2024	ACH	Mary E Uzupis	CalSAWS subcontractor	-29,671.69	373,841.89
Bill Pmt -Check	11/25/2024	ACH	Redwood Public Law, LLP	Legal Services	-5,050.61	368,791.28
Bill Pmt -Check	11/25/2024	ACH	Soconus, Inc	CalSAWS subcontractor	-151,478.00	217,313.28
Bill Pmt -Check	11/25/2024	ACH	US Bank	Credit Card payment	-10,891.11	206,422.17
Deposit	11/25/2024			Deposit	3,350.00	209,772.17
Deposit	11/25/2024			Deposit	8,894.22	218,666.39
Deposit	11/26/2024			Deposit	4,600.00	223,266.39
Deposit	11/26/2024			Deposit	6,225.47	229,491.86
Deposit	11/26/2024			Deposit	48,810.43	278,302.29
General Journal	11/26/2024	5046		FSA Contribution PPE 11-15-24	-5,690.79	272,611.50
Deposit	11/27/2024			Deposit	59,603.06	332,214.56
Deposit	11/27/2024			Deposit	1,135.01	333,349.57

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	11/27/2024	5041		401a Empower contribution PPE 11/15/24	-71,712.65	261,636.92
General Journal	11/27/2024	5041		457b Empower contribution PPE 11/15/24	-42,592.26	219,044.66
Deposit	11/29/2024			Deposit	1,250.00	220,294.66
Deposit	11/29/2024			Deposit	8,091.55	228,386.21
Transfer	11/29/2024			Funds Transfer	18,000.00	246,386.21
Bill Pmt -Check	12/02/2024	ACH	City of Ridgecrest	Rent December 2024	-300.00	246,086.21
Deposit	12/02/2024			Deposit	613.40	246,699.61
Deposit	12/02/2024			Deposit	3,750.00	250,449.61
Deposit	12/02/2024			Deposit	92,115.66	342,565.27
General Journal	12/02/2024	5087		MX Merchant Fee Payment 2024-11	-1,367.94	341,197.33
General Journal	12/03/2024	5090		Health Ins premiums 2024-12	-198,838.65	142,358.68
General Journal	12/03/2024	5090		Dental Ins premium 2024-12	-14,945.62	127,413.06
General Journal	12/03/2024	5090		Vision Ins premium 2024-12	-1,984.69	125,428.37
General Journal	12/03/2024	5090		Life disability Ins premium 2024-12	-6,270.78	119,157.59
Deposit	12/04/2024			Deposit	12,255.27	131,412.86
Transfer	12/04/2024			Funds Transfer	727,000.00	858,412.86
Deposit	12/05/2024			Deposit	1,173.00	859,585.86
Deposit	12/05/2024			Deposit	2,500.00	862,085.86
General Journal	12/05/2024	5051		Net Pay PPE 11/30/24	-452,841.80	409,244.06
Transfer	12/05/2024			Funds Transfer	-192,000.00	217,244.06
Deposit	12/06/2024			Deposit	1,250.00	218,494.06
Deposit	12/06/2024			Deposit	1,971.00	220,465.06
General Journal	12/06/2024	5052		Payroll Taxes PPE 11/30/24	-123,465.29	96,999.77
Check	12/06/2024	858	California State Disbursement Unit	APS payroll disbursement	-126.00	96,873.77
Check	12/06/2024	859	California State Disbursement Unit	APS payroll disbursement	-250.00	96,623.77
Check	12/06/2024	860	California State Disbursement Unit	APS payroll disbursement	-244.00	96,379.77
Check	12/06/2024	861	Franchise Tax Board	APS payroll disbursement	-50.00	96,329.77
Check	12/06/2024	862	Franchise Tax Board	APS payroll disbursement	-150.00	96,179.77
Check	12/06/2024	863	MiSDU	APS payroll disbursement	-746.53	95,433.24
Check	12/06/2024	864	WI SCTF	APS payroll disbursement	-11.00	95,422.24
Bill Pmt -Check	12/06/2024	ACH	April Keigwin	Expense Reimbursement	-473.02	94,949.22
Bill Pmt -Check	12/06/2024	ACH	Brad Evanson	Expense Reimbursement	-812.44	94,136.78
Bill Pmt -Check	12/06/2024	ACH	Deanna Rotert	Expense Reimbursement	-683.85	93,452.93
Bill Pmt -Check	12/06/2024	ACH	Denise Silva	Expense Reimbursement	-1,119.30	92,333.63
Bill Pmt -Check	12/06/2024	ACH	Gary Petersen	Expense Reimbursement	-439.95	91,893.68
Bill Pmt -Check	12/06/2024	ACH	Jen Simon	Expense Reimbursement	-104.86	91,788.82
Bill Pmt -Check	12/06/2024	ACH	Josh Metz	Expense Reimbursement	-1,532.22	90,256.60
Bill Pmt -Check	12/06/2024	ACH	Justin Stephenson	Expense Reimbursement	-472.52	89,784.08
Bill Pmt -Check	12/06/2024	ACH	Karen Raponetti	Expense Reimbursement	-436.61	89,347.47
Bill Pmt -Check	12/06/2024	ACH	Merida Alvarez	Expense Reimbursement	-70.50	89,276.97
Bill Pmt -Check	12/06/2024	ACH	MJ Brown	Expense Reimbursement	-437.27	88,839.70
Bill Pmt -Check	12/09/2024	ACH	Abila	MIP - client software	-1,455.65	87,384.05

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	12/09/2024	ACH	Linked in	Professional Services	-13,835.00	73,549.05
Bill Pmt -Check	12/09/2024	ACH	Straight Arrow Consulting, LLC	Deltek consulting	-235.00	73,314.05
Bill Pmt -Check	12/09/2024	ACH	The Pun Group LLP	Audit	-5,000.00	68,314.05
Bill Pmt -Check	12/09/2024	16538	California Secretary of State	Recovery Payments	-3,962.00	64,352.05
Bill Pmt -Check	12/09/2024	16543	California Secretary of State	Recovery Payments	-7,880.00	56,472.05
Bill Pmt -Check	12/09/2024	16547	California Secretary of State	Recovery Payments	-4,240.00	52,232.05
Bill Pmt -Check	12/09/2024	16539	California Secretary of State	Recovery Payments	-9,740.00	42,492.05
Bill Pmt -Check	12/09/2024	16544	California Secretary of State	Recovery Payments	-6,970.00	35,522.05
Bill Pmt -Check	12/09/2024	16548	California Secretary of State	Recovery Payments	-3,330.00	32,192.05
Bill Pmt -Check	12/09/2024	16540	California Secretary of State	Recovery Payments	-8,830.00	23,362.05
Bill Pmt -Check	12/09/2024	16545	California Secretary of State	Recovery Payments	-6,060.00	17,302.05
Bill Pmt -Check	12/09/2024	16549	California Secretary of State	Recovery Payments	-920.00	16,382.05
Bill Pmt -Check	12/09/2024	16542	California Secretary of State	Recovery Payments	-7,920.00	8,462.05
Bill Pmt -Check	12/09/2024	16546	California Secretary of State	Recovery Payments	-100.00	8,362.05
Bill Pmt -Check	12/09/2024	16550	California Secretary of State	Recovery Payments	-1,490.00	6,872.05
Deposit	12/09/2024			Deposit	70,447.90	77,319.95
Deposit	12/09/2024			Deposit	133,580.86	210,900.81
Deposit	12/10/2024			Deposit	2,500.00	213,400.81
Deposit	12/10/2024			Deposit	2,162.50	215,563.31
General Journal	12/10/2024	5086		APS Fee Payment 2024-11	-1,874.53	213,688.78
Transfer	12/11/2024			Funds Transfer	-75,000.00	138,688.78
General Journal	12/12/2024	5053		Net Pay - Special Pay PPE 11/30/24	-2,310.52	136,378.26
General Journal	12/13/2024	5054		Payroll Taxes - Special Pay PPE 11/30/24	-176.18	136,202.08
Deposit	12/13/2024			Deposit	2,500.00	138,702.08
Deposit	12/13/2024			Deposit	19,779.77	158,481.85
Deposit	12/13/2024			Deposit	7,465.37	165,947.22
General Journal	12/13/2024	5083		401a Empower contribution PPE 11/30/24	-66,889.32	99,057.90
General Journal	12/13/2024	5083		457b Empower contribution PPE 11/30/24	-39,484.29	59,573.61
Bill Pmt -Check	12/16/2024	ACH	Deltek	ERP related services	-305.00	59,268.61
Bill Pmt -Check	12/16/2024	ACH	JMSb Strategies	Professional Services	-9,937.50	49,331.11
Bill Pmt -Check	12/16/2024	ACH	Monterey Plaza Hotel & Spa	In-person Board meeting 5/2025	-8,747.54	40,583.57
Bill Pmt -Check	12/16/2024	ACH	Redwood Public Law, LLP	Legal Services	-3,107.06	37,476.51
Deposit	12/16/2024			Deposit	13,750.00	51,226.51
Deposit	12/16/2024			Deposit	81,193.85	132,420.36
General Journal	12/16/2024	5082		FSA Contribution Payment PPE 11-30-24	-5,739.12	126,681.24
Deposit	12/17/2024			Deposit	1,682.50	128,363.74
Deposit	12/17/2024			Deposit	3,750.00	132,113.74
Deposit	12/18/2024			Deposit	30,193.56	162,307.30
Transfer	12/18/2024			Funds Transfer	64,000.00	226,307.30
Transfer	12/18/2024			Funds Transfer	476,000.00	702,307.30
Deposit	12/19/2024			Deposit	1,314,587.59	2,016,894.89
General Journal	12/19/2024	5093		Net Pay PPE 12/15/24	-508,216.75	1,508,678.14

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	12/20/2024	16551	Employment Research Services	Professional Services	-1,374.40	1,507,303.74
Bill Pmt -Check	12/20/2024	ACH	April Keigwin	Expense Reimbursement	-32.00	1,507,271.74
Bill Pmt -Check	12/20/2024	ACH	Denise Silva	Expense Reimbursement	-476.77	1,506,794.97
Bill Pmt -Check	12/20/2024	ACH	Heather Ippoliti	Expense Reimbursement	-881.07	1,505,913.90
Bill Pmt -Check	12/20/2024	ACH	Josh Metz	Expense Reimbursement	-2,024.97	1,503,888.93
Bill Pmt -Check	12/20/2024	ACH	Laura Alba	Expense Reimbursement	-842.18	1,503,046.75
Bill Pmt -Check	12/20/2024	ACH	Raul Gonzalez	Expense Reimbursement	-131.96	1,502,914.79
Bill Pmt -Check	12/20/2024	ACH	ThuyTein Nguyen	Expense Reimbursement	-1,103.14	1,501,811.65
Deposit	12/20/2024			Deposit	19,413.80	1,521,225.45
Deposit	12/20/2024			Deposit	1,050.00	1,522,275.45
Deposit	12/20/2024			Deposit	46,265.43	1,568,540.88
Transfer	12/20/2024			Funds Transfer	-1,000,000.00	568,540.88
Transfer	12/20/2024			Funds Transfer	-128,000.00	440,540.88
General Journal	12/20/2024	5094		Payroll Taxes PPE 12/15/24	-153,314.21	287,226.67
Check	12/20/2024	865	California State Disbursement Unit	APS payroll disbursement	-126.00	287,100.67
Check	12/20/2024	866	California State Disbursement Unit	APS payroll disbursement	-250.00	286,850.67
Check	12/20/2024	867	California State Disbursement Unit	APS payroll disbursement	-244.00	286,606.67
Check	12/20/2024	868	Franchise Tax Board	APS payroll disbursement	-100.00	286,506.67
Check	12/20/2024	869	Franchise Tax Board	APS payroll disbursement	-150.00	286,356.67
Check	12/20/2024	870	MiSDU	APS payroll disbursement	-746.53	285,610.14
Check	12/20/2024	871	WI SCTF	APS payroll disbursement	-11.00	285,599.14
Bill Pmt -Check	12/23/2024	ACH	Eaton & Associates	Technology	-2,932.50	282,666.64
Bill Pmt -Check	12/23/2024	ACH	Scott N. Kivel	Legal Litigation	-85,561.76	197,104.88
Bill Pmt -Check	12/23/2024	ACH	US Bank	Credit Card payment	-14,757.33	182,347.55
Deposit	12/23/2024			Deposit	68,677.82	251,025.37
Deposit	12/23/2024			Deposit	1,050.00	252,075.37
Transfer	12/23/2024			Funds Transfer	80,000.00	332,075.37
General Journal	12/23/2024	5091		Net Pay - Special Pay PPE 12/24/24	-8,192.93	323,882.44
Deposit	12/24/2024			Deposit	55,657.24	379,539.68
Deposit	12/24/2024			Deposit	2,100.00	381,639.68
Bill Pmt -Check	12/24/2024	ACH	David Sodergren	CalSAWS subcontractor	-20,781.38	360,858.30
Bill Pmt -Check	12/24/2024	ACH	Mary E Uzupis	CalSAWS subcontractor	-24,371.51	336,486.79
Bill Pmt -Check	12/24/2024	ACH	Soconus, Inc	CalSAWS subcontractor	-133,945.46	202,541.33
General Journal	12/24/2024	5092		Payroll Taxes - Special Pay PPE 12/24/24	-2,936.24	199,605.09
Deposit	12/26/2024			Deposit	8,345.58	207,950.67
Deposit	12/27/2024			Deposit	6,295.42	214,246.09
Deposit	12/30/2024			Deposit	9,749.00	223,995.09
General Journal	12/30/2024	5088		FSA Admin Fee Payment 2024-11	-315.60	223,679.49
General Journal	12/30/2024	5095		401a Empower contribution PPE 12/15/24	-72,269.33	151,410.16
General Journal	12/30/2024	5095		457b Empower contribution PPE 12/15/24	-35,385.64	116,024.52
General Journal	12/30/2024	5096		MidAmerica - HRA Funding Q2 FY24-25	-72,600.00	43,424.52
Deposit	12/31/2024			Deposit	52,058.38	95,482.90

	Type	Date	Num	Name	Memo	Amount	Balance
	Deposit	12/31/2024			Deposit	46,065.63	141,548.53
	Transfer	12/31/2024			Funds Transfer	169,000.00	310,548.53
	General Journal	12/31/2024	5089		FSA contribution PPE 12-15-24	-5,736.41	304,812.12
Total 111100 · Five Star - Checking						95,853.48	400,665.60
TOTAL						95,853.48	496,519.08

TO: EXECUTIVE COMMITTEE
FROM: LINDSAY RICE, Accounting Manager
SUBJECT: INVESTMENT REPORT

EC Meeting: 02-20-2025
Item: 3D

RECOMMENDATION

Review and accept JPA investments made through December 2024.

BACKGROUND

RGS' funds are invested in accordance with an Executive Committee-approved Investment Policy. The Investment policy shall be reviewed internally at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, and yield and policy updates will be brought to the Executive Committee when changes are needed. The investment policy enables the agency to invest in bank sweep, money market and Certificate of Deposit (CD) accounts, the Local Agency Investment Fund (LAIF), Treasury and Municipal debt instruments, the California Investment Trust pool (CalTrust), and California Cooperative Liquid Assets Securities System (CLASS). RGS has a money market account at the Five Star Bank, a LAIF account, a California CLASS Prime Fund account, and CalTrust Short-term and Medium-term accounts. Investment activity for the current period is summarized in the attached material.

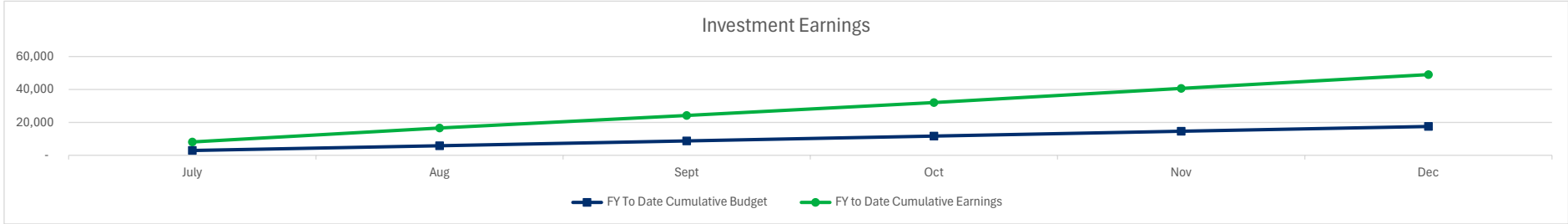
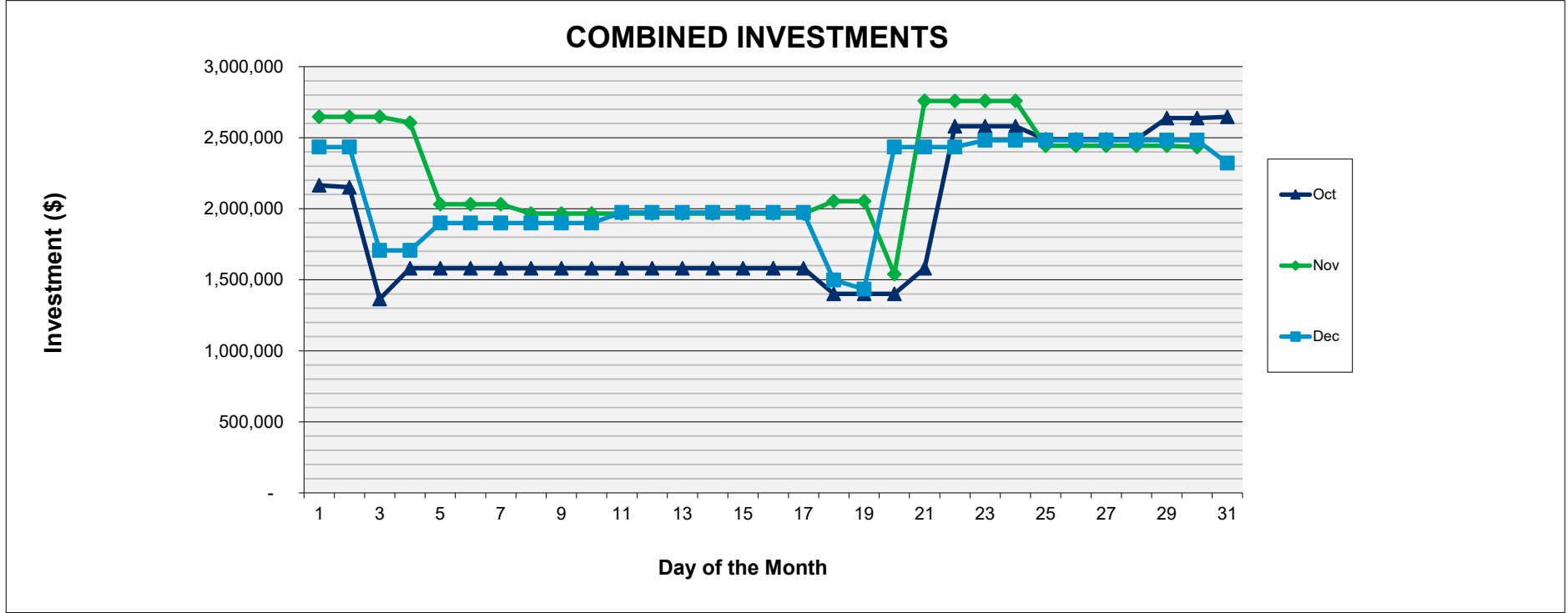
FISCAL IMPACT

The JPA seeks short-term investment opportunities based on the investment policy objectives. In June 2024 the JPA opened a Prime Fund account with California CLASS. As interest rates fluctuate, the JPA will seek the investment opportunity that best fits organizational needs.

As of December 2024, the JPA is achieving an annual percentage yield of 4.58% with FSB Money Market and an average monthly yield of 4.64% with California CLASS. Staff is utilizing the FSB Money Market account as an investment vehicle for short-term purposes and California CLASS for longer-term investment.

**INVESTMENT REPORT
FY 2024-2025**

Oct						Nov						Dec					
<u>Date</u>	<u>Money Mkt</u>		<u>CalTrust Short</u>			<u>Money Mkt</u>		<u>CalTrust Short</u>			<u>Money Mkt</u>		<u>CalTrust Short</u>			<u>LAIF</u>	<u>Combined</u>
	<u>Accounts</u>	<u>CLASS</u>	<u>& Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Accounts</u>	<u>CLASS</u>	<u>& Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Accounts</u>	<u>CLASS</u>	<u>& Medium</u>	<u>LAIF</u>	<u>Combined</u>		
1	198,078	1,965,714	-	677	2,164,469	459,485	2,186,157	-	685	2,646,327	108,677	2,324,539	-	685	2,433,900		
2	184,078	1,965,714	-	677	2,150,469	459,485	2,186,157	-	685	2,646,327	108,677	2,324,539	-	685	2,433,900		
3	184,078	1,179,714	-	677	1,364,469	459,485	2,186,157	-	685	2,646,327	108,677	1,597,539	-	685	1,706,900		
4	400,078	1,179,714	-	677	1,580,469	418,485	2,186,157	-	685	2,605,327	108,677	1,597,539	-	685	1,706,900		
5	400,078	1,179,714	-	677	1,580,469	418,485	1,612,157	-	685	2,031,327	300,677	1,597,539	-	685	1,898,900		
6	400,078	1,179,714	-	677	1,580,469	418,485	1,612,157	-	685	2,031,327	300,677	1,597,539	-	685	1,898,900		
7	400,078	1,179,714	-	677	1,580,469	418,485	1,612,157	-	685	2,031,327	300,677	1,597,539	-	685	1,898,900		
8	400,078	1,179,714	-	677	1,580,469	353,485	1,612,157	-	685	1,966,327	300,677	1,597,539	-	685	1,898,900		
9	400,078	1,179,714	-	677	1,580,469	353,485	1,612,157	-	685	1,966,327	300,677	1,597,539	-	685	1,898,900		
10	400,078	1,179,714	-	677	1,580,469	353,485	1,612,157	-	685	1,966,327	300,677	1,597,539	-	685	1,898,900		
11	400,078	1,179,714	-	677	1,580,469	353,485	1,612,157	-	685	1,966,327	375,677	1,597,539	-	685	1,973,900		
12	400,078	1,179,714	-	677	1,580,469	353,485	1,612,157	-	685	1,966,327	375,677	1,597,539	-	685	1,973,900		
13	400,078	1,179,714	-	677	1,580,469	353,485	1,612,157	-	685	1,966,327	375,677	1,597,539	-	685	1,973,900		
14	400,078	1,179,714	-	677	1,580,469	353,485	1,612,157	-	685	1,966,327	375,677	1,597,539	-	685	1,973,900		
15	400,078	1,179,714	-	685	1,580,477	353,485	1,612,157	-	685	1,966,327	375,677	1,597,539	-	685	1,973,900		
16	400,078	1,179,714	-	685	1,580,477	353,485	1,612,157	-	685	1,966,327	375,677	1,597,539	-	685	1,973,900		
17	400,078	1,179,714	-	685	1,580,477	353,485	1,612,157	-	685	1,966,327	375,677	1,597,539	-	685	1,973,900		
18	220,078	1,179,714	-	685	1,400,477	440,485	1,612,157	-	685	2,053,327	375,677	1,121,539	-	685	1,497,900		
19	220,078	1,179,714	-	685	1,400,477	440,485	1,612,157	-	685	2,053,327	311,677	1,121,539	-	685	1,433,900		
20	220,078	1,179,714	-	685	1,400,477	440,485	1,098,157	-	685	1,539,327	311,677	2,121,539	-	685	2,433,900		
21	400,078	1,179,714	-	685	1,580,477	440,485	2,317,157	-	685	2,758,327	311,677	2,121,539	-	685	2,433,900		
22	400,078	2,179,714	-	685	2,580,477	440,485	2,317,157	-	685	2,758,327	311,677	2,121,539	-	685	2,433,900		
23	400,078	2,179,714	-	685	2,580,477	440,485	2,317,157	-	685	2,758,327	359,677	2,121,539	-	685	2,481,900		
24	400,078	2,179,714	-	685	2,580,477	440,485	2,317,157	-	685	2,758,327	359,677	2,121,539	-	685	2,481,900		
25	308,078	2,179,714	-	685	2,488,477	125,485	2,317,157	-	685	2,443,327	359,677	2,121,539	-	685	2,481,900		
26	308,078	2,179,714	-	685	2,488,477	125,485	2,317,157	-	685	2,443,327	359,677	2,121,539	-	685	2,481,900		
27	308,078	2,179,714	-	685	2,488,477	125,485	2,317,157	-	685	2,443,327	359,677	2,121,539	-	685	2,481,900		
28	308,078	2,179,714	-	685	2,488,477	125,485	2,317,157	-	685	2,443,327	359,677	2,121,539	-	685	2,481,900		
29	458,078	2,179,714	-	685	2,638,477	125,485	2,317,157	-	685	2,443,327	359,677	2,121,539	-	685	2,481,900		
30	458,078	2,179,714	-	685	2,638,477	108,677	2,324,539	-	685	2,433,900	359,677	2,121,539	-	685	2,481,900		
31	459,485	2,186,157	-	685	2,646,327						191,892	2,128,755	-	685	2,321,331		



Management Services Agreement Report

	Type	Service Group	Service Span	Agreement Date	Expiration	Contract Amount
Alameda County	Risk Managment Assessment	Agreement	Risk Management	Continuous	01 Jul 2024	6/30/2025 \$ 250,000
Alameda County Mosquito Abatement District	Class & Comp	Agreement	HR (C&C, NEOGOV, DLM)	On Call	03 Dec 2024	12/31/2025 \$ 15,000
Alliance of Pest Control Districts	HR Amend #3	Amend	HR (C&C, NEOGOV, DLM)	On Call	18 Feb 2021	12/31/2025 \$ 70,000
Arvin	HR Srvs	Agreement	HR (C&C, NEOGOV, DLM)	Project	28 Jan 2025	1/31/2026 \$ 15,000
Belvedere	HR & Rec Srvs (Amend #7)	Amend	HR (C&C, NEOGOV, DLM)	On Call	17 Oct 2022	N/A \$ 159,150
Best Best & Krieger	Santa Ynez River WCD Transparent Govt & Comms Srvs (Amend #2)	Amend	Comms & Engagement	Continuous	12 Jun 2023	5/31/2025 no NTE
Buena Park Library District	HR/Finance Assessment (Amend #1)	Amend	Finance	Continuous	06 Aug 2024	N/A \$ 152,000
Calabasas	Transparent Govt Srvs	Agreement	Transparent Government	On Call	13 May 2024	N/A \$ 23,600
California Urban Water Agencies	Comm & Eng, Transparent Govt, Fin Svcs	Agreement	Multiple	Project	05 Mar 2024	4/30/2027 no NTE
CalSAWS	Management and Administrative Srvs (Amend # 41)	Amend	Contract Staffing	Continuous	02 Feb 2009	N/A no NTE
Carmel-by-the-Sea	HR Payroll Srvs	Agreement	HR (C&C, NEOGOV, DLM)	On Call	05 Sep 2024	8/31/2025 \$ 59,999
Carpinteria	HR Srvs (Amend #1)	Amend	HR,Recruitment	Continuous	25 Jul 2022	N/A \$ 160,000
Castro Valley Sanitary District	Finance Audit Srvs (Amend #1)	Amend	Finance	Continuous	29 Feb 2024	12/31/2025 \$ 168,000
Central Coast Marketing Team	Econ Dev & Recruiting - (Amend #2)	Amend	Economic Development,Recruitment	Continuous	01 May 2021	N/A \$ 109,200
Citrus Heights Water District	Comm & Engagement (TO 2023-01)	TO	Comms & Engagement	Continuous	17 May 2017	N/A no NTE
Citrus Heights Water District	Finance Srvs (TO 2023-06 Operations)	TO	Finance	Continuous	17 May 2017	N/A no NTE
Citrus Heights Water District	Finance Srvs (TO 2023-08 Monthly Financial Reports)	TO	Finance	Continuous	17 May 2017	N/A no NTE
Citrus Heights Water District	HR C&C Srvs (TO 2024-02)	TO	HR (C&C, NEOGOV, DLM)	Continuous	17 May 2017	6/30/2025 \$ 22,000
Citrus Heights Water District	HR Management Srvs (TO #2019-02)	TO	HR	On Call	17 May 2017	N/A no NTE
Citrus Heights Water District	Master Agreement	Master Agreement	Finance,HR,Outreach	Continuous	17 May 2017	N/A no NTE
Citrus Heights Water District	Recruiting Srvs (TO 2024-04)	Agreement	HR (C&C, NEOGOV, DLM)	Project	17 May 2017	4/30/2025 \$ 15,000
Coachella Valley Public Cemetery District	HR Srvs	Agreement	,HR (C&C, NEOGOV, DLM)	On Call	30 Aug 2024	6/30/2025 \$ 10,000
Colusa Groundwater Authority	Program Administration (Amend #1)	Amend	Contract Staffing	Continuous	25 May 2022	N/A \$ 175,000
Community Medical Centers	Emergency Srvs	Agreement	Emergency Srvs	Continuous	01 Jul 2024	6/30/2026 \$ 100,000
Contra Costa County Fire Protection District	Finance & Payroll Transition	Agreement	Finance	Project	01 Apr 2024	4/30/2025 \$ 150,000
Contra Costa Transportation Authority	HR Management Srvs (Amend #2)	Amend	HR (C&C, NEOGOV, DLM)	On Call	01 Jul 2022	6/30/2025 \$ 110,000
Del Paso Manor Water District	Governance Support	Agreement	HR	Continuous	01 Jul 2023	N/A \$30,000
Del Rey Oaks	Financial Srvs (Amend #2)	Amend	Finance	Continuous	01 Aug 2022	6/30/2025 \$ 893,600
Delano	Planning Srvs	Agreement	Planning	Continuous	10 Sep 2024	6/30/2025 \$ 295,705
Desert Healthcare District	HR Srvs (Amend #1)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	08 May 2024	2/28/2025 \$ 40,000
Desert Healthcare District	HR Srvs 2025	Agreement	HR (C&C, NEOGOV, DLM)	Project	23 Jan 2025	12/31/2025 \$ 25,000
Dublin San Ramon Srvs District	On-Call Graphic Design Srvs	Master Agreement	Organizational Development	On Call	01 Jul 2024	6/30/2027 no NTE
Dublin San Ramon Srvs District	On-Call Graphic Design Srvs (TO 2024-03)	TO	Comms & Engagement	On Call	01 Jul 2024	6/30/2025 \$ 15,000
East Bay Dischargers Authority	Finance & HR Payroll (Amend #1)	Amend	Multiple	Continuous	30 Nov 2023	6/30/2025 \$ 234,616
East Kern Health Care District	Transparent Govt & Outreach Amend #1	Amend	Transparent Government	Continuous	28 May 2024	6/30/2025 \$ 99,790
East Palo Alto	ED Srvs Phase II (Amend #1)	Amend	Economic Development	Project	16 Sep 2024	6/30/25 \$ 17,000
Eastern Municipal Water District	Communications Srvs	Agreement	Comms & Engagement	Project	27 Aug 2024	6/30/2025 \$ 38,000
El Dorado County Transit Authority	Procurement Policy & Procedural Consulting	Agreement	Finance	Project	05 Nov 2024	6/30/2025 \$ 33,000
Emeryville	Finance Srvs	Agreement	Finance	Project	29 Oct 2024	6/30/2025 \$ 75,000
Emeryville	Finance Srvs Amend #4 (HR Srvs)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	22 Sep 2022	N/A \$ 202,000
Escalon	Transparent Govt Srvs	Agreement	Transparent Government	Continuous	16 Sep 2024	6/30/2025 \$ 42,440
Fairfield	On Call HR Srvs	Agreement	HR (C&C, NEOGOV, DLM)	On Call	31 Jul 2024	6/30/2027 \$ 100,000
Feather River Air Quality Management District	HR & Transparent Govt Srvs	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	08 Apr 2024	12/31/25 \$ 35,000
First 5 Yolo	Finance Srvs	Agreement	Finance	Continuous	11 Jun 2024	4/30/25 \$ 39,200
Fox Canyon Groundwater Management Agency	Admin Srvs	Agreement	Contract Staffing	Project	25 Sep 2024	4/30/25 \$ 35,000
Glendora	Finance Srvs	Agreement	Finance	Project	13 Dec 2024	N/A \$ 27,500
Golden Hills Community Srvs District	Annual Planning Meeting Facilitation	Agreement	Organizational Development	Project	25 Jan 2024	6/30/2026 \$ 10,000
Grass Valley	Recruiting Srvs	Agreement	Recruiting	Project	24 Sep 2024	N/A \$ 15,000
Greenfield	Project Assistance (Amend #4)	Agreement	Public Works	Continuous	20 Dec 2021	6/30/2025 \$ 15,500
Habitat for Humanity Monterey Bay	Recruiting Srvs	Agreement	Recruiting	Project	14 Jan 2025	6/30/2025 \$ 19,000
Hayward	Finance & Payroll Srvs	Agreement	Finance	On Call	25 Jan 2024	N/A \$ 74,999
Hayward Area Recreation and Parks District	Finance Srvs	Agreement	Finance	On Call	07 Feb 2025	12/31/25 \$ 60,000
Hayward Area Recreation and Parks District	Payroll Support	Agreement	Payroll	Continuous	07 Feb 2025	12/31/25 \$ 14,500
Hercules	HR Support (Amend #4)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	17 Jan 2023	6/30/2025 \$ 330,000
Indian Wells Valley Groundwater Authority	Admin Srvs	Agreement	Contract Staffing	Continuous	13 Dec 2023	1/1/25 no NTE
Ironhouse Sanitary District	HR Management Srvs (Amend #1)	Amend	HR	Continuous	05 Apr 2016	N/A no NTE
James Irvine Foundation	Grant Advisement Srvs	Agreement	Economic Development	Project	01 Jul 2022	N/A \$ 25,000
La Mesa	Transparent Govt Srvs	Agreement	Transparent Government	Project	01 Apr 2024	3/31/2026 \$ 25,000
Lakewood	Finance Srvs	Master Agreement	Finance	Project	09 Sep 2024	6/30/2025 no NTE
Lakewood	Finance Srvs (TO 2025-01)	TO	Finance	Project	10 Sep 2024	6/30/2025 \$ 100,000
Larkspur	HR Investigation Srvs (TO 2024-03)	TO	HR (C&C, NEOGOV, DLM)	Project	16 Aug 2023	N/A no NTE
Larkspur	Master Agreement	Agreement	Organizational Development	Continuous	16 Aug 2023	N/A no NTE
Larkspur	OD Team Building Srvs (TO 2024-02)	TO	Organizational Development	Project	16 Aug 2023	N/A \$ 5,200
Larsen Wurzel & Associates	Finance Srvs	Master Agreement	Finance	Project	09 Sep 2024	12/31/2025 no NTE
Larsen Wurzel & Associates	Finance Srvs TO 2024-01	TO	Finance	Project	09 Sep 2024	N/A \$ 50,000
Las Gallinas Valley Sanitary District	Finance Srvs (FY 24-25)	Agreement	Finance	Continuous	24 Sep 2024	6/30/2025 \$59,600
Livermore-Amador Valley Water Management Agency	Finance Srvs (Amend #1)	Amend	Finance	Continuous	30 May 2024	6/30/2025 \$ 153,000

Management Services Agreement Report

Los Vaqueros Reservoir	Transparent Govt Svcs (Amend #2)	Amend	Transparent Government	Continuous	08 Mar 2023	6/30/2025	\$	56,199
Marin County	HR & Planning Svcs (Amend #1)	Amend	HR (C&C, NEOGOV, DLM)	On Call	01 Sep 2023	6/30/2026	\$	50,000
Marin County	Outreach Svcs	Agreement	Other	Project	01 Aug 2024	12/31/2025	\$	80,000
Marin County	Project Management Svcs	Agreement	Public Works	Project	27 Jan 2025	6/30/2025	\$	50,000
Marin County Children and Families Commission	Payroll Svcs	Agreement	Payroll	Project	09 Jan 2025	6/30/25	\$	10,000
Marin Emergency Radio Authority	Admin Svcs	Agreement	Contract Staffing	Continuous	01 Jul 2023	6/30/2025		no NTE
Marin Municipal Water District	Class/Comp & Recruiting Svcs (Amend #2)	Amend	HR	Project	10 Dec 2021	12/31/2026	\$	300,000
Marin Sonoma Mosquito and Vector Control District	Finance Svcs	Agreement	Finance	Continuous	10 Apr 2024	6/30/2025	\$	35,100
Marin Wildfire Prevention Authority	Recruiting Svcs	Agreement	HR	Project	17 May 2023	N/A	\$	10,000
Marina	Planning Projects	Agreement	Planning	Project	30 Sep 2020	N/A		no NTE
Marina Coast Water District	Class & Comp Study	Agreement	HR	Project	01 May 2023	N/A	\$	42,600
Marina Coast Water District	Finance (Util Billing CSA, Phase 2)	Agreement	Finance	Project	04 Feb 2025	6/30/2026	\$	73,000
Marina Coast Water District	Finance Svcs (FY 24-25)	Agreement	Finance	On Call	16 Aug 2024	6/30/25	\$	49,000
Marina Coast Water District	HR Svcs (FY 24-25)	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	16 Aug 2024	N/A	\$	190,000
Mendocino Coast Healthcare District	Agency Administration Svcs (Amend #1)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	23 Dec 2023	6/30/2027	\$	286,200
Mendocino County	Fiscal System Review (Amend #4)	Amend	Finance	Continuous	07 Oct 2022	6/30/2025	\$	208,000
Menifee	HR Svcs	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	05 Jun 2024	6/30/25	\$	24,500
Merced County Association of Governments	Management Coaching	Agreement	Organizational Development	Project	01 Mar 2024	N/A	\$	10,032
Mill Valley	HR Planning Scope (Amend #1)	Amend	HR	On Call	16 Aug 2016	N/A		no NTE
Modesto Irrigation District	Administrative Assessment	Agreement	HR (C&C, NEOGOV, DLM)	Project	26 Jun 2024	N/A	\$	17,000
Monterey Bay Dart	ED Svcs (Amend #2)	Amend	Economic Development	Continuous	01 Oct 2023	3/30/25	\$	780,000
Monterey County Convention and Visitors Bureau	Meeting Management Svcs	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	05 Jun 2024	6/30/2025	\$	39,110
Monterey Peninsula Regional Park District	Finance Svcs	Agreement	Finance	On Call	08 Nov 2021	N/A	\$	40,000
Monterey Peninsula Regional Park District	Grant Management	Agreement	Public Works	Continuous	01 Jul 2024	6/30/2025	\$	40,000
Monterey Peninsula Regional Park District	Grant Writing	Agreement	PES	Continuous	01 Jul 2024	6/30/2025	\$	40,000
Monterey Peninsula Regional Park District	Strategic Plan (Amend #2)	Amend	Organizational Development	Project	12 Dec 2023	N/A	\$	16,500
Monterey Peninsula Water Management District	HR Svcs (2024)	Agreement	HR (C&C, NEOGOV, DLM)	On Call	01 Jul 2024	6/30/2026	\$	25,000
Municipal Shared Svcs Corporation	Admin Svcs	Short Form	Contract Staffing	Continuous	01 May 2024	6/30/2025	\$	12,800
Napa	OD Svcs	Short Form	Organizational Development	Project	22 Jan 2025	8/31/25	\$	11,672
Nevada County Consolidated Fire District	HR Support	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	01 Jul 2024	6/30/2025	\$	50,000
North Coast County Water District	Finance Svcs	Agreement	Finance	Project	21 Jan 2025	N/A	\$	11,900
North Edge Business Financing and Community Development	Economic Development Finance Svcs (Amend #1)	Amend	Economic Development	Continuous	02 Jan 2024	N/A	\$	10,080
Orland	Finance Svcs	Agreement	Finance	Continuous	17 Dec 2024	6/30/2025	\$	21,400
Pacific Grove	HR Payroll Svcs	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	06 Sep 2024	6/30/2025	\$	39,999
Pacifica	Financial Svcs (Amend #2)	Agreement	Finance	Continuous	04 Jan 2022	6/30/2025	\$	279,590
Pajaro Regional Flood Management Agency	On-Call Admin Svcs	Agreement	Multiple	On Call	15 Oct 2024	6/30/26	\$	255,000
Peninsula Clean Energy	HR Svcs (Amend #1)	Amend	HR	Project	24 Apr 2019	N/A		no NTE
Piedmont	Labor Relations	Agreement	HR (C&C, NEOGOV, DLM)	Project	21 Jan 2025	7/19/25	\$	75,000
Placerville	Recruiting Svcs	Agreement	Recruiting	Project	16 Jul 2024	6/30/25	\$	19,000
Quartz Hill Water District	Comp Study	Agreement	HR (C&C, NEOGOV, DLM)	Project	28 Aug 2024	1/31/25	\$	20,200
Redwood Empire School's Insurance Group	OD Svcs (Amend #1)	Amend	Organizational Development	Continuous	05 Jul 2023	6/30/2025	\$	16,275
Regional Water Authority	Class & Comp Svcs	Short Form	HR (C&C, NEOGOV, DLM)	Project	02 Dec 2024	6/30/2025	\$	12,000
Richardson Bay Regional Agency	Amend #1 (2023 renewal)	Agreement	Contract Staffing	Continuous	15 Oct 2021	N/A		no NTE
Rio Dell	HR Svcs	Agreement	HR (C&C, NEOGOV, DLM)	On Call	26 Dec 2024	12/31/25	\$	60,000
Rohnert Park	Finance Svcs	Agreement	Finance	Project	15 Oct 2024	6/30/25	\$	80,500
Rural Community Assistance Corporation	Finance Svcs SAFER	Subagreement	Finance	Project	01 Nov 2024	9/30/25	\$	25,000
Rural Community Assistance Corporation	Finance Svcs SEWER	Subagreement	Finance	Project	01 Nov 2024	9/30/25	\$	25,000
Sacramento Regional County Sanitation District and Sacramento Area Sewer District	Staffing Assessment Consulting Svcs (Amend #2)	Amend	Finance	Project	13 Apr 2023	N/A	\$	210,700
Salinas	Recruiting and Class with General HR	Agreement	HR, Recruitment	Project	23 Jul 2021	N/A		no NTE
Salinas Valley Basin Groundwater Sustainability Agency	Management Svcs (Amend #8)	Amend	Contract Staffing	Continuous	01 Aug 2017	6/30/25		\$1,502,174
San Diego Local Agency Formation Commission	HR Svcs	Agreement	HR	Continuous	04 Nov 2022	N/A	\$	100,000
San Juan Bautista	CM Recruitment	Agreement	Recruiting	Project	25 Nov 2024	4/30/2025	\$	25,000
San Juan Bautista	HR Svcs (Amend #3)	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	20 Dec 2021	6/30/2026	\$	120,000
San Juan Bautista	Procurement & Housing (Amend #1)	Amend	Finance	Continuous	15 Apr 2022	6/30/2025	\$	100,000
San Lorenzo Valley Water District	Finance & HR Svcs (Amend #3)	Amend	Multiple	Continuous	16 Oct 2023	3/31/25	\$	206,300
San Mateo County Mosquito and Vector Control District	HR Svcs	Agreement	HR (C&C, NEOGOV, DLM)	On Call	01 Jul 2024	6/30/25	\$	25,000
San Mateo County Transit District	Transparent Government	Agreement	Transparent Government	Continuous	17 Jun 2024	6/30/2025	\$	238,117
San Miguel Community Svcs District	Communications Training & Class/Comp	Agreement	Training	Project	29 Jul 2023	N/A	\$	21,776
San Ramon Valley Fire Protection District	Payroll Svcs	Agreement	HR	Continuous	01 Aug 2023	6/12/2025	\$	75,000
San Simeon Community Svcs District	Finance Svcs (Amend #2)	Agreement	Finance	On Call	01 Jun 2023	5/31/2025	\$	52,000
Sand City	Finance Svcs (Amend #3)	Amend	Finance	On Call	16 Feb 2023	6/30/2025	\$	299,216
Santa Barbara County	Master Agreement (FY 24-25)	Agreement	Multiple	Continuous	01 Jul 2024	6/30/2025	\$	192,000
Santa Cruz County Regional Transportation Commission	Recruiting Svcs	Agreement	Recruiting	Project	14 Nov 2024	12/31/2025	\$	18,000
Santa Maria Valley Water Conservation District	Administration Svcs	Agreement	Contract Staffing	Continuous	10 Jan 2024	1/31/2025		no NTE
Santa Rosa	Strategic Planning (Amend #1)	Amend	Organizational Development	Project	23 Aug 2022	12/31/25		\$9,144
Santa Ynez River Water Conservation District, ID #1	Recruiting Svcs	Agreement	Recruiting	Project	12 Oct 2023	N/A	\$	34,000
Self-Directed Tax-Advantaged Retirement System	Fiscal and Administrative Support (Amend #1)	Amend	Contract Staffing	Continuous	13 Dec 2016	N/A		no NTE
Silicon Valley Regional Interoperability Authority	Contract Staffing Amend #1	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	01 Jul 2024	6/30/2026	\$19,870.87/Month	

Management Services Agreement Report

Sites Project Authority	Transparent Government Svcs	Agreement	Transparent Government	Continuous	05 Aug 2024	12/31/2025	\$	40,630
Solano County Water Agency	HR Svcs (Amend #3)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	01 Jul 2020	6/30/2025	\$	150,000
Soledad	Recruiting Svcs 2024	Agreement	HR (C&C, NEOGOV, DLM)	Project	13 May 2024	6/30/25	\$	10,000
Solvang	Class & Comp Study (Amend #1)	Agreement	HR (C&C, NEOGOV, DLM)	Project	15 May 2024	6/30/2025	\$	68,800
Solvang	Recruiting (Amend #1)	Amend	Recruiting	Project	09 May 2024	12/31/25	\$	30,000
Sonoma County	HR Svcs (Amend #2)	Agreement	HR (C&C, NEOGOV, DLM)	On Call	01 Nov 2020	11/30/2025	\$	100,000
Sonoma Mendocino Economic Development District	Agency Administration Svcs	Agreement	Economic Development	Continuous	08 Dec 2023	6/8/2025	\$	119,700
South Orange County Wastewater Authority	Finance Svcs	Agreement	Finance	Project	08 Nov 2024	6/30/2025	\$	20,000
St. Helena	HR Svcs (Amend #4)	Amend	HR (C&C, NEOGOV, DLM)	Continuous	05 Aug 2022	N/A	\$	221,200
Stanislaus Consolidated Fire Protection District	HR and Clerk Svcs (Payroll)	Agreement	Clerk Svcs,HR	On Call	29 Apr 2021	N/A		no NTE
Town of Tiburon	Finance Svcs	Agreement	Finance	Continuous	01 Jul 2024	6/30/2025	\$	165,000
Transportation Agency for Monterey County	Compensation Study	Agreement	HR (C&C, NEOGOV, DLM)	Project	01 Dec 2024	6/30/2025	\$	24,700
Truckee Donner Public Utility District	TG, Procurement (Amend #1)	Agreement	Transparent Government	Continuous	22 Apr 2022	12/31/2025	\$	89,200
Tukwila	Classification Study	Agreement	HR (C&C, NEOGOV, DLM)	Project	17 Jun 2024	3/31/2025	\$	17,400
Tuolumne County	Finance Svcs Amend #1	Amend	Finance	Project	20 Nov 2024	6/30/2025	\$	58,600
Twain Harte Community Svcs District	Finance & Payroll Svcs	Agreement	Multiple	Project	05 Feb 2024	N/A	\$	69,800
Valley Water (Santa Clara Valley Water	Emergency Response Procedures	Agreement	Emergency Svcs	Continuous	01 Feb 2023	12/31/2025	\$	225,000
Walnut Creek	Emergency Management Svcs	Agreement	Emergency Svcs	Project	01 Jul 2024	6/30/2025	\$	36,000
Walnut Creek	HR Svcs	Agreement	HR (C&C, NEOGOV, DLM)	Continuous	01 Jan 2024	6/30/2025	\$	120,000
West County Wastewater	HR & Finance Svcs (FY 2024-2025) Amend #3	Amend	HR (C&C, NEOGOV, DLM)	Continuous	01 Jul 2024	6/30/2025	\$	160,000
West Valley Sanitation District	HR Svcs - Amend #1	Amend	HR (C&C, NEOGOV, DLM)	Continuous	16 Jul 2021	N/A	\$	30,000
Willows	HR & Transparent Government Svcs (Amend # 5)	Amend	Multiple	Continuous	01 Jul 2022	6/30/2025		no NTE
Windsor	Finance Transition Svcs	Agreement	Finance	Project	27 Aug 2024	6/30/2025	\$	50,000
Woodside	CEQA Initial Study	Agreement	Planning	Project	29 Jul 2024	6/29/2025	\$	31,020
Yolo Transportation District	Finance Svcs	Agreement	Finance	Project	26 Jun 2024	6/30/2025	\$	40,000
Yolo Transportation District	Transparent Government Svcs (Amend #1)	Amend	Transparent Government	Continuous	01 May 2024	12/31/2025	\$	21,000
Yountville	TO 2023-01 (Fin Svcs)	TO	Finance	Project	19 Jul 2016	N/A		no NTE
Yountville	TO 2024-01 (Comm & Engage Svcs)	TO	Comms & Engagement	Project	19 Jul 2016	N/A		no NTE

Service Span Key

- **Yellow Highlights** - New Contracts/Amendments since last Board Meeting.
- **On-Call** - agency calls us to provide service periodically when they need it.
- **Project Specific** – the work involves a specific project to be completed and then contract is done.
- **Continuous Services** – we are always there and provide continuous services.

TO: EXECUTIVE COMMITTEE
FROM: TIFFANY BURAGLIO, Executive Assistant
SUBJECT: RECEIVE AND FILE MUNICIPAL DENTAL POOL UPDATE

EC Meeting: 02-20-2025
Item: 3F

RECOMMENDATION

Receive and file this Municipal Dental Pool update.

BACKGROUND

At the November 22, 2019, Executive Committee meeting, authority was granted for the Executive Director to approve new RGS Dental Pool Associate Memberships. Keenan & Associates administers the pool and RGS provides financial oversight services.

Thirty-five agencies currently participate in the RGS Dental Pool as Associate Members. These agencies represent approximately 5,500 subscribers.

City of Alhambra
City of Artesia
City of Azusa
City of Baldwin Park
City of Bellflower
City of Bishop
City of Brea
City of Chino
City of Claremont
City of Dana Point
City of Desert Hot Springs
City of Firebaugh
City of Folsom
City of Fountain Valley
City of Glendora
City of Hawaiian Gardens
City of Jurupa Valley
City of Laguna Niguel
City of Larkspur

City of Lynwood
City of Oxnard
City of Pico Rivera
City of Santa Ana
City of Upland
Town of Corte Madera
Town of Yucca Valley
Central Marin Fire Authority
Central Marin Police Authority
County of Kings Superior Court of CA
Greater Los Angeles County VCD
Jurupa CSD
Metropolitan Transportation Commission
Phelan Pinon Hills CSD
Regional Government Services
Sacramento Area Council of Governments
San Bernardino Co Employees' Retirement Association

REVIEW FOR THIS MEETING

The City of Artesia joined the pool effective January 1, 2025. Requests for new member quotes are typically received by Keenan around the second quarter of the calendar year. Monthly claims costs have been rising, but are able to be covered by pool reserves.

FISCAL IMPACT

RGS' administrative fee is 1 percent of premiums paid. For FY25, MDP administrative fee revenue received of \$39,697 is 53.6% of the budgeted amount of \$74,000.



TO: EXECUTIVE COMMITTEE
FROM: DEONA KNIGHT, HR Manager
SUBJECT: RECEIVE AND FILE AGENCY BONUS AWARDS UPDATE

EC Meeting: 02-20-2025
Item: 3G

RECOMMENDATION

Receive and file agency bonus awards update.

BACKGROUND

At the September 15, 2022 meeting, the Executive Committee approved a Pay for Performance Program which included a request of staff to report on a regular basis to the Executive Committee the number of recipients and total amount of agency bonus awards. Since the decision to award bonuses resides with the Executive Director, it was suggested by staff that the report also note if the actual awards were consistent with the recommendations of HR.

REVIEW FOR THIS MEETING

During the period of November 21, 2024 through February 20, 2025 two contribution-based bonuses in the amounts of \$1,000 and another contribution-based bonus in the amount of \$500 were proposed and reviewed by HR. The bonuses were approved and awarded by the Executive Director, consistent with HR recommendations.

FISCAL IMPACT

The bonus program funding was authorized at the September 15, 2022 meeting. No changes or additional impacts are expected at this time.

TO: EXECUTIVE COMMITTEE **EC Meeting: 02-20-2025**
FROM: DEONA KNIGHT, Human Resources Manager **Item: 3H**
**SUBJECT: UPDATES TO SICK LEAVE, USE OF PERSONAL VEHICLE, and FMLA/CFRA HUMAN
RESOURCES POLICIES**

RECOMMENDATION

Approve changes to the RGS Human Resources Policies: Section D. 2. Sick Leave, Section B. 7. Use of Personal Vehicle, and Appendix C: Family Medical Leave as Provided by FMLA and CFRA.

BACKGROUND

New California legislation effective January 1, 2025, required a review and modification of three Human Resources policies to ensure compliance.

AB 2499 requires employers to allow employees to use sick leave if they are victims of “qualifying acts of violence” or if they have a family member who is a victim of a qualifying act of violence. This is in addition to the existing protected conditions of victims of domestic violence, sexual assault, or stalking. AB 2499 further obligates employers with 25 or more employees to provide a leave of absence for the employee if they are a victim of a qualifying act of violence, for a period of up to 12 weeks. And if the employee is a family member of the victim of a qualifying act of violence, the employee is entitled to a leave of absence for up to 10 days. This leave runs concurrently with any leave under FMLA and CFRA. AB 2499 impacts the RGS Sick Leave policy and the FMLA/CFRA policy.

SB 1100 makes it an unlawful employment practice to include statements about the need for a driver’s license in job advertisements, postings, applications, and similar employment material. SB 1100 impacts the RGS Use of Personal Vehicle Policy.

Sick Leave

The current Sick Leave policy lists the following reasons for use of sick leave: “For certain specified purposes when the employee is a victim of domestic violence, sexual assault, or stalking.”

To comply with AB 2499, staff is proposing the following update: “Paid sick leave can be used when the employee is a victim of an act of violence, including domestic violence, sexual assault, or stalking; or has a family member who is a victim of an act of violence.”

Family Medical Leave Act Policy

Staff is proposing to modify Section 2 of the Family Medical Leave as provided by FMLA/CFRA Policy to include “up to” preceding amounts of leave available (i.e., “up to 12 weeks”), as the amounts required vary; and to add these additional reasons for leave to the list in Section 2:

- “To care for oneself when the employee is a victim of a qualifying act of violence;”

- “To care for the employee’s child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, or a “designated person” who does not need to be a blood relative, so long as their association with the employee is the equivalent of a family relationship, when they are a victim of a qualifying act of violence. “

Use of Personal Vehicle

The current language of the first paragraph of RGS’s Use of Personal Vehicle policy reads: “Employees who travel on work-related business must have a valid California driver’s license and insurance certificate on file with Human Resources.”

In order to comply with SB 1100, Staff is recommending changing the statement above to: “Though RGS is a remote work agency, on occasion, an employee may occasionally travel for work-related business. If an employee drives for work-related business, they will be asked for proof of a valid State Driver’s License and an insurance certificate. Employees may opt to use reasonably priced ride-sharing or public transportation as a mode for work-related travel; such reimbursable cost should be pre-approved by the employee’s supervisor.”

FISCAL IMPACT

No significant fiscal impact results from approving these policy modifications.

TO: EXECUTIVE COMMITTEE
FROM: TIFFANY BURAGLIO, Executive Assistant
SUBJECT: **UPDATE TO FINANCE & AGENCY OPERATIONS POLICIES**

EC Meeting: 02-20-2025
Item: 3I

RECOMMENDATION

Receive and file this Finance & Agency Operations Policies update.

BACKGROUND

At the November 21, 2024 Executive Committee meeting, the Committee approved a comprehensive set of Finance & Agency Operations Policies. These policies had originally been contained in comprehensive Personnel Rules, Regulations, and Policies document. The comprehensive document was separated into four separate documents and that separation was approved by the Executive Committee at the February 16, 2023 meeting.

In compiling the Finance & Agency Operations Policies, staff inadvertently left out the Diversity, Equity and Inclusion Policy which had been approved as an addition to the original Personnel Rules, Regulations and Policies document by the Executive Committee at the November 19, 2020 meeting. The policy has been properly included in the full packet as policy A.12.

FISCAL IMPACT

There is no fiscal impact for this update.

TO: EXECUTIVE COMMITTEE
FROM: LINDSAY RICE, Accounting Manager
SUBJECT: **FY24-25 PRELIMINARY FINANCIAL PERFORMANCE**

EC Meeting: 02-20-2025
Item: 4A

RECOMMENDATION

Review preliminary financial reports for FY24-25 through December 2024.

FISCAL YEAR 24-25

Halfway through the fiscal year, the JPA performance has resulted in net income of \$212,116. Client billing revenue is \$820,073 (8.3%) greater than last fiscal year. Net income is \$89,148 less than December 2023 due to these various factors: (1) salaries and benefits increasing at a higher rate (11.8%) than revenue (8.3%), (2) the decrease in client expense reimbursement revenue (and expense) associated with the CalSAWS maintenance phase, (3) sick leave replenishment of 1100 hours in November Q2, and (4) a onetime recovery payment totaling \$61,442 on behalf of a client. Two annual events include a vacation and PTO cap payouts of \$69,000 and \$20,000 of unemployment expense which always occurs the second pay of December and continues into February as staff work past the \$7,000 taxable income limit.

REVENUE/INCOME

- Client billing revenue grew from \$9.93M to \$10.75M when comparing year-to-date totals for December 2023 and December 2024. This 8.3% increase is due to several continuing factors that include: an increase in new clients or new projects, additional service line or project agreements for current or past clients, and CPI increases.
- The JPA entered into a new agreement with Municipal Shared Services (MSS) through June 30, 2025. The agreement decreased the administration service monthly fee from \$1,000 to \$200.
- Client Expense Reimbursement income has decreased by \$715,553 or 36.3% compared to last year. This is primarily due to the trending decrease in CalSAWS subcontractor operations which was anticipated.
- Miscellaneous Income - Other includes a Form 941 payroll adjustment of \$4,016 for FY22-23.
- Over the last fiscal year, the JPA has been able to increase funds available for longer term investment with a high yielding interest rate Money Market account at Five Star bank. Investment income as of December 2024 has increased \$31,170 compared to last year. In June 2024, the JPA opened a Prime Fund account with California CLASS for its long-term investment funds with an interest rate that has stayed near or over 5%.
- Overall, Total Income-to-date has decreased by \$123,384, or \$89,148 when including investment income, as compared to FY23-24.

EXPENDITURES

- The change when comparing total expenses for FY24-25 to FY23-24 is 2.0%. The increases in payroll and benefits are primarily offset by the decreases in pass-through client expenses.

- Payroll and employee benefits make up the most expenses. For the fiscal year, at December 2024 payroll and benefits increased by \$1.06M or 11.8% when compared to December 2023. A contributing factor is the increase of 10 CalSAWS employees or 4.7% when comparing the two periods.
- As of October 2023, CalSAWS accrued vacation liability was discontinued as RGS is reimbursed for vacation cashouts. This was previously accrued in Salaries – Nonbillable.
- A credit variance of \$54,827 for RGS compensated absences as of December 2024 in Salaries – Nonbillable indicates employees have earned more vacation than have been taken to-date. The JPA implemented a new paid time off plan effective January 2024. The end of year payouts are rolled into Salaries – Regular.
- Life Insurance Expense encountered recording errors early in FY23-24 which accounts for the variance in the year-to-date amount when comparing the fiscal years at this time. It was corrected later in the year. Current year-to-date amounts are tracking as expected.
- Professional Services for FY24-25 includes \$29,938 in charges by JMSb Strategies for performance evaluation services, succession planning, and on-call services.
- A review of all expense accounts was conducted in December that resulted in various reclassifications of charges from Professional Dues & Memberships.
- There are various timing differences regarding the use of Training and Development and Conferences and Outreach year to year.
- Bad Debt Expense and Recovery Payments account for uncollectible revenue expense and unforeseen fees or payments paid by RGS in client work respectively.
- Travel, mileage, supplies and meal reimbursement expenses are lower than last year at this time with the decrease in CalSAWS activity. Through December 2024, totals for the three expense categories are \$83,503 compared to \$316,962 in December 2023. The majority of these expenses are billable to clients.
- A Website expense account was created for costs relating directly to maintaining the RGS website functionality.
- The client pass-through expenses reflect the CalSAWS consultant costs which are billed to the client at a markup. These expenses were anticipated to decrease through FY24-25 as the program continues in its maintenance phase. Comparing totals in December 2024 of \$1.11M to that of December 2023 of \$1.77M, there has been a decrease of \$666,614 or 37.6%. The expense this fiscal year is \$184,703 on average per month and aligns with the decrease that was budgeted.

OUTCOME COMPARED TO BUDGET

- A conservative net gain of \$33,996 is projected for the fiscal year. The year-to-date net income of \$212,116 is 623.4% of the budgeted amount. An increase in clients, service lines, and training academies over the last fiscal year and through the current fiscal year continue to put RGS ahead of the goal. Total income exceeds year-to-date budgeted amounts by a larger margin of \$922,325 (8.3%) than the most significant expense, salary costs, that is over budget by \$539,313 (7.5%).

SERVICE LINE PERFORMANCE

PRELIMINARY FY24-25 SERVICE LINE REVENUE

Contract Staff	9,198,021	Recruiting	120,916
Finance	843,534	Misc Billings ¹	107,525
HR	560,969	Transparent Gvt	102,960
Economic Development	365,463	Payroll Services	96,680
Land Use Services	231,313	Agency Admin ²	66,951
Training	217,268	Org Development	39,895
Communication & Eng	123,293		
Total Preliminary FY24-25 Service Line Revenue			12,074,788

¹ Misc Billing consists of the following services lines: Emergency Management, Public Safety, Public Works, Risk Management, and Outreach.

² Agency Admin includes income from MSS, STARS, Municipal Dental Pool, purchasing card rebates, ERC refund, and the CJPIA adjustment.

RESERVES:

- Reserve policy is illustrated in the table below.

RESERVES	Current Target Balances	FYE22 Audited Retained Earnings	FYE23 Audited Retained Earnings	FYE24 Audited Retained Earnings	FYE25 Projected Retained Earnings
Operating	\$2,300,000	\$421,184	\$1,331,072	\$2,259,939	\$1,647,420
Claims	\$590,000	\$590,000	\$590,000	\$590,000	\$590,000
Bonus	\$590,400	\$590,400	\$590,400	\$590,400	\$590,400
Totals	\$3,480,400	\$1,601,584	\$2,511,472	\$3,440,339	\$2,827,820

Regional Government Services
Profit & Loss Budget vs. Actual
 July through December 2024

	Jul - Dec 24	Jul - Dec 23	\$ Change	% Change	FY24-25 Budget	YTD Budget	\$ Over/(Under) YTD Budget	% of YTD Budget
Ordinary Income/Expense								
Income								
440301 · Client Billings	10,753,551	9,933,477	820,073	8.3%	19,297,926	9,648,963	1,104,588	111.4%
440400 · Admin Services								0.0%
440402 · MSS	1,200	6,000	(4,800)	-80.0%	5,000	2,500	(1,300)	48.0%
440403 · Municipal Dental Pool	40,235	36,010	4,225	11.7%	74,000	37,000	3,235	108.7%
440404 · STARS	10,770	9,648	1,122	11.6%	20,000	10,000	770	107.7%
Total 440400 · Admin Services	52,205	51,658	547	1.1%	99,000	49,500	2,705	105.5%
480000 · Miscellaneous Income								
480100 · Client Expense Reimbursement	1,254,286	1,969,840	(715,553)	-36.3%	2,903,000	1,451,500	(197,214)	86.4%
480200 · Purchasing Card Rebate	2,525	2,825	(300)	-10.6%	5,000	2,500	25	101.0%
480600 · Insurance Recovery	8,077	-	8,077	100.0%	-	-	8,077	100.0%
480900 · Other	4,144	1,497	2,648	176.9%	-	-	4,144	100.0%
Total 480000 · Miscellaneous Income	1,269,032	1,974,162	(705,129)	-35.7%	2,908,000	1,454,000	(184,968)	87.3%
Total Income	12,074,788	11,959,297	115,491	1.0%	22,304,926	11,152,463	922,325	108.3%
Gross Profit	12,074,788	11,959,297	115,491	1.0%	22,304,926	11,152,463	922,325	108.3%
Expense								
511010 · Salaries - Regular	7,812,639	7,004,988	807,651	11.5%	14,352,000	7,176,000	636,639	108.9%
511072 · Salaries - Nonbillable	(54,827)	2,922	(57,748)	-1,976.6%	85,000	42,500	(97,327)	-129.0%
512002 · Medicare Employer Expense	112,038	100,949	11,089	11.0%	198,000	99,000	13,038	113.2%
512004 · Employee Assistance Program	-	-	-	0.0%	5,000	2,500	(2,500)	0.0%
512005 · Health Insurance Expense	1,035,832	850,458	185,375	21.8%	1,920,650	960,325	75,507	107.9%
512006 · Dental Insurance Expense	87,524	73,734	13,790	18.7%	140,760	70,380	17,144	124.4%
512007 · Vision Insurance Expense	11,827	10,188	1,639	16.1%	20,000	10,000	1,827	118.3%
512008 · Life Insurance Expense	6,707	18,899	(12,192)	-64.5%	15,000	7,500	(793)	89.4%
512009 · Long Term Disability Expense	9,390	7,840	1,550	19.8%	17,000	8,500	890	110.5%
512011 · Stars 401A/457b Expense	781,166	699,118	82,049	11.7%	1,413,000	706,500	74,666	110.6%
512014 · Short Term Disability Expense	12,159	9,776	2,384	24.4%	17,000	8,500	3,659	143.0%
512015 · Unemployment Expense	23,819	19,327	4,491	23.2%	39,520	19,760	4,059	120.5%
512018 · FSA Health & Day Care Expense	2,260	1,703	557	32.7%	4,000	2,000	260	113.0%
512019 · Employee Expense Allowances	88,033	84,634	3,400	4.0%	168,000	84,000	4,033	104.8%
512020 · HRA Retirement Benefit Expense	145,897	125,971	19,926	15.8%	225,000	112,500	33,397	129.7%
520107 · APS (ADP) Payroll Fees	10,035	10,410	(375)	-3.6%	25,000	12,500	(2,465)	80.3%
520108 · Communications - Agency Expense	2,531	2,421	110	4.6%	5,000	2,500	31	101.2%
520201 · Office Supplies	-	52	(52)	0.0%	1,000	500	(500)	0.0%
520202 · Bank Fees & Services	11,791	10,187	1,604	15.7%	8,000	4,000	7,791	294.8%
520204 · Printing & Postage	4,527	5,069	(543)	-10.7%	11,000	5,500	(973)	82.3%
520301 · Audit Services	20,000	7,500	12,500	166.7%	20,000	10,000	10,000	200.0%
520302 · Legal Services	29,295	54,289	(24,994)	-46.0%	50,000	25,000	4,295	117.2%
520303 · Legal - litigation	214,286	234,896	(20,611)	-8.8%	266,000	133,000	81,286	161.1%
520314 · Administrative Services	5,668	6,698	(1,030)	-15.4%	13,000	6,500	(832)	87.2%
520320 · Professional Services	39,023	6,590	32,433	492.1%	17,000	8,500	30,523	459.1%
520501 · Professional Dues & Membership	14,667	37,267	(22,599)	-60.6%	60,000	30,000	(15,333)	48.9%
520502 · Training & Development	3,649	9,960	(6,311)	-63.4%	18,000	9,000	(5,351)	40.5%
520503 · Conferences & Outreach	15,275	31,712	(16,437)	-51.8%	50,000	25,000	(9,725)	61.1%
520504 · Publications	22,737	44,078	(21,341)	-48.4%	70,000	35,000	(12,263)	65.0%
520505 · Program Hosting Expenses	3,143	2,603	540	20.7%	6,000	3,000	143	104.8%
512017 · Bad Debt Expense	2,869	-	2,869	100.0%	-	-	2,869	100.0%
520507 · Recovery Payments	102,559	-	102,559	100.0%	-	-	102,559	100.0%
520508 · Licenses & Fees	160	1,559	(1,399)	-89.7%	2,000	1,000	(840)	16.0%
520509 · Meeting Expenses	-	-	-	0.0%	25,000	12,500	(12,500)	0.0%
520700 · Workers Comp Insurance Expense	17,724	17,423	301	1.7%	34,000	17,000	724	104.3%

	Jul - Dec 24	Jul - Dec 23	\$ Change	% Change	FY24-25 Budget		YTD Budget	\$ Over/(Under) YTD Budget	% of YTD Budget
520701 · General Liability Insurance Exp	41,343	30,204	11,139	36.9%	60,000		30,000	11,343	137.8%
520702 · Claims Expense	1,566	15,837	(14,270)	-90.1%	25,000		12,500	(10,934)	12.5%
520750 · Interest Expense	-	-	-	0.0%	-		-	-	0.0%
520801 · Mileage Reimbursement	20,177	44,586	(24,410)	-54.7%	56,000		28,000	(7,823)	72.1%
520803 · Travel Reimbursement	56,485	231,856	(175,371)	-75.6%	219,000		109,500	(53,015)	51.6%
520805 · Supplies & Meals Reimbursement	6,841	40,520	(33,678)	-83.1%	36,000		18,000	(11,159)	38.0%
520903 · Website	305	-	305	100.0%	-		-	305	100.0%
520904 · Technology, Licensing & Support	84,001	43,862	40,140	91.5%	200,000		100,000	(15,999)	84.0%
521001 · Pass through client expenses	1,108,218	1,774,832	(666,614)	-37.6%	2,400,000		1,200,000	(91,782)	92.4%
522798 · Miscellaneous Expense	-	-	-	0.0%	2,000		1,000	(1,000)	0.0%
560100 · Service Group Amin costs	-	-	-	0.0%	-		-	-	0.0%
570100 · Equipment Purchase	1,416	964	451	46.8%	7,000		3,500	(2,084)	40.4%
Total Expense	11,914,758	11,675,882	238,876	2.0%	22,305,930	-	11,152,965	761,793	106.8%
Net Ordinary Income	160,030	283,415	(123,384)	-43.5%	(1,004)	-	(502)	160,532	-31878.5%
Other Income/Expense									
Other Income									
520100 · Investment Income	49,020	17,850	31,170	174.6%	35,000		17,500	31,520	280.1%
520200 · Insurance Claim Reimbursements	3,066	-	3,066	100.0%	-		-	3,066	100.0%
Total Other Income	52,086	17,850	34,236	191.8%	35,000	-	17,500	34,586	297.6%
Other Expense									
529997 · Unallocated Admin. Svcs - RGS	(1,438,179)	(1,542,768)	104,589	6.8%	-		-	(1,438,179)	100.0%
529999 · Allocated Unbillable Expenses	1,438,179	1,542,768	(104,589)	-6.8%	-		-	1,438,179	100.0%
Total Other Expense	-	-	-	0.0%	-		-	-	0.0%
Net Other Income	52,086	17,850	34,236	191.8%	35,000		17,500	34,586	297.6%
Net Income	212,116	301,264	(89,148)	-29.6%	33,996	-	16,998	195,118	1247.9%

Regional Government Services
Balance Sheet
As of December 31, 2024

	Dec 31, 24	Dec 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
110030 · LAIF Account	684	656	28	4.3%
110080 · US Bank Worker Comp Checking	3,983	1,147	2,836	247.3%
110090 · Community Bank of the Bay Chkg	-	12,734	(12,734)	-100.0%
111000 · Community Bank of the Bay MMkt	-	3,684	(3,684)	-100.0%
111100 · Five Star - Checking	304,812	226,217	78,595	34.7%
111110 · Five Star - Money Market	191,892	1,432,171	(1,240,280)	-86.6%
111120 · California CLASS	2,128,755	-	2,128,755	100.0%
Total Checking/Savings	2,630,126	1,676,609	953,517	56.9%
Accounts Receivable				
131130 · Accounts Receivable	2,630,590	3,134,992	(504,402)	-16.1%
Total Accounts Receivable	2,630,590	3,134,992	(504,402)	-16.1%
Other Current Assets				
120005 · Prepaid Expenses	254,126	193,582	60,544	31.3%
120010 · Prepaid Insurance	83,796	68,210	15,585	22.8%
120100 · FSA Funding Deposit	4,528	4,528	-	0.0%
131131 · Accounts Receivable - Misc	65,179	79,836	(14,657)	-18.4%
131140 · Allowance for Doubtful Accounts	-	(146,729)	146,729	100.0%
Total Other Current Assets	407,628	199,426	208,202	104.4%
Total Current Assets	5,668,344	5,011,028	657,317	13.1%
TOTAL ASSETS	5,668,344	5,011,028	657,317	13.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
220010 · Accounts Payable	189,537	294,865	(105,328)	-35.7%
Total Accounts Payable	189,537	294,865	(105,328)	-35.7%
Other Current Liabilities				
220012 · Accounts Payable - Misc.	27,272	2,529	24,743	978.5%
221003 · 457/401A Retirement Liability	131,547	97,627	33,921	34.7%
221005 · EE Assistance Program Variance	-	-	-	0.0%
221006 · FSA Liability	6,035	3,719	2,315	62.2%
221011 · Calpers Retirement Liability	3	3	-	0.0%
221015 · Health Insurance Liability	19,886	103,331	(83,445)	-80.8%
221016 · Long Term Disability Liability	529	931	(403)	-43.3%
221017 · Short Term Disability Liability	1,550	1,116	434	38.9%
221023 · Dental Insurance Liability	(936)	(750)	(187)	-24.9%
221024 · Vision Insurance Liability	(229)	(269)	40	15.0%
221025 · Life Insurance/AD&D Liability	800	14,334	(13,534)	-94.4%

	Dec 31, 24	Dec 31, 23	\$ Change	% Change
221026 · Child Support IWO	1,378	244	1,134	464.6%
221029 · Garnishments	250	814	(564)	-69.3%
230060 · Accrued Salaries, Wages & Taxes	627,164	426,201	200,963	47.2%
230062 · Compensated Absences - RGS	117,627	98,751	18,876	19.1%
240009 · Deferred Revenue - Retainer	18,600	-	18,600	100.0%
240010 · Deferred Revenue	110,866	139,615	(28,749)	-20.6%
Total Other Current Liabilities	1,062,341	888,196	174,145	19.6%
Total Current Liabilities	1,251,878	1,183,061	68,817	5.8%
Long Term Liabilities				
260005 · Health Reimbursement Account	(10,988)	2,970	(13,958)	-470.0%
260006 · IBNR - GL	25,000	25,000	-	0.0%
260012 · Due to CJPIA	750,000	987,260	(237,260)	-24.0%
Total Long Term Liabilities	764,012	1,015,230	(251,219)	-24.7%
Total Liabilities	2,015,889	2,198,291	(182,402)	-8.3%
Equity				
32000 · Retained Earnings	2,548,320	1,619,454	928,866	57.4%
370000 · Fund Bal Unreserved/Unrestrictd	892,019	892,019	-	0.0%
Net Income	212,116	301,264	(89,148)	-29.6%
Total Equity	3,652,456	2,812,737	839,718	29.9%
TOTAL LIABILITIES & EQUITY	5,668,345	5,011,028	657,317	13.1%

TO: EXECUTIVE COMMITTEE
FROM: SOPHIA SELIVANOFF, Executive Director/CFO
GINA SCHUCHARD, Deputy CFO
SUBJECT: REQUESTS FOR PROPOSALS – INTERNAL AUDIT SERVICES

EC Meeting: 02-20-2025
Item: 4B

RECOMMENDATION

Approve the RFP for independent audit services and authorize staff to issue the RFP.

BACKGROUND

The independent audit relies on the auditor's assessment of the Authority's control procedures and financial statement disclosures. The Auditor Rotation Policy recognizes that changing the independent auditing firm periodically provides the Authority with a fresh approach to testing risk. The Policy provides for a three-year contract with up to a two-year extension.

The Audit Rotation Policy requires a competitive process for the selection of the Authority's auditors. In accordance with the policy, staff is submitting the following RFP for review and approval. Additionally, the policy identifies that a Review Committee may also conduct final interviews prior to the selection of the firm. The review committee would consist of staff and interested board members (maximum two Board Members).

The contract period is three years with the option to extend two additional years. The RFP will be issued February 21, 2025 with a deadline for submission on April 11, 2025. It is anticipated that the Board or designated Committee will select an audit firm at the May Board Meeting. The successful proposer will conduct the 2025-2026 Audit which commences in the Fall of 2026.

FISCAL IMPACT

There is no fiscal impact of approving and authorizing staff to release the RFP for audit services. Funds for the annual audit will be included in the annual budget for FY 25-26.

TO: EXECUTIVE COMMITTEE
FROM: DEONA KNIGHT, HR Manager
SUBJECT: COMPLIANCE WITH AB 2561 – PUBLIC AGENCY VACANCIES

EC Meeting: 02-20-2025
Item: 6A

SUMMARY

AB 2561 requires public agencies, including Regional Government Services, to hold at least one (1) public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. This report discusses the agency's obligations under the new law, which took effect January 1, 2025.

BACKGROUND

AB 2561 was introduced to address the issue of job vacancies in local government, which may adversely affect the delivery of services and employee workload. Among other requirements, the bill mandates that public agencies present the status of vacancies and recruitment and retention efforts during a public hearing before the agency's governing body at least once per fiscal year.

ANALYSIS

Regional Government Services' business model is significantly different from the traditional staffing model addressed by this bill. Rather than allocated positions with fixed workloads, we have a workforce with variable intermittent status, and a fluctuating set of assignments instead of ongoing defined-purpose positions. An RGS employee may simultaneously and variously assume several organizational roles, be assigned to one or more clients and perform work for one or more Service Lines. Employees are sourced from both referrals and formal recruitments conducted by the RGS Recruitment Service Line. Hires are made when client needs outpace staff capacity or when a person's specific skill set can be utilized for expanding RGS' offerings. AB2561 also requires engagement with bargaining units; however, RGS does not have bargaining units.

RGS' bylaws do require the appointment of an Executive Director and Treasurer, a role which has been combined into Executive Director/Chief Financial Officer; and RGS' contractual commitments to several of the unstaffed JPA's we support, include identified positions. In all cases, our vacancy rate is very low.

Accordingly, we anticipate a very minimal presentation in the required public hearing, which staff will conduct as part of the governance meeting to be held on May 8, 2025 and prior to the Board's adopting the budget. Staff will report on the status of recruitment efforts and any relevant issues about the agency's workforce.

FISCAL IMPACT

There is no significant fiscal impact anticipated.

TO: EXECUTIVE COMMITTEE
FROM: SOPHIA SELIVANOFF, Executive Director
SUBJECT: **STRATEGIC PLAN: ACTION WORKGROUPS UPDATE**

EC Meeting: 02-20-2025
Item: 6B

RECOMMENDATION

Receive and file strategic plan update.

BACKGROUND

In September 2024, the Executive Committee adopted a modified set of strategic plan goals, approved a staff process to initiate action planning in support of each goal, and appointed an ad hoc committee to provide staff with guidance on these action planning efforts, ensuring alignment with each goal.

Workgroup Action Plan Leaders for each goal are:

1. Outstanding Service – Goal Leader: Chirs Paxton (Key Role: Customer Relations Manager)
2. Effective Culture – Goal Leaders: Kay Randolph-Pollard (Key Role: Recruitment Service Lead) and Molly Bolar (Key Role: RGS HR Administration)
3. Organizational Viability – Goal Leader: Rich Oppenheim (Key Role: Administrative Services Manager)
4. Public Service Leadership - Goal Leader: Ashley Metzger (Key Role: Communications Manager)

The workgroups met independently throughout the last quarter of 2024 and developed three key projects. When reviewing these projects with Executive Director Sophia Selivanoff in early 2025, the project leaders identified a data collection theme across all projects. The identified data also intersects with other programmatic and administrative projects. ED Selivanoff noted that the ERP transition this spring will require significant staff time and yield essential data, so well-informed planning will yield more effective and quicker execution across all of these efforts. The workgroups concurred that a cross-cutting data collection and analysis effort should precede and inform further detailing of action plans. This path was presented to the ad hoc committee on January 28, 2025, and they supported this first step, citing the importance of data-driven decision making.

DISCUSSION

The effort to plan and execute meaningful data collection is under way now. Data will be analyzed and used to further refine and carry projects in FY26 to advance RGS towards strategic goals. Although staff had planned to request allocation of specific resources for administrative (unbilled) staff time, as well as any needed technology, consultant expertise, etc., it seems prudent to make data-based decisions before committing funding to achieve project objectives. We anticipate being able to make more accurate and precise predictions of cost and ROI during FY26.

FISCAL IMPACT

Limited administrative costs for data collection planning activity will be incurred this FY, and it is anticipated that this will be absorbed into already-planned administrative expenditure. Future fiscal year budgets will commit necessary funding to support the longer-term implementation of the strategic plan.

TO: EXECUTIVE COMMITTEE
FROM: SOPHIA SELIVANOFF, Executive Director
SUBJECT: FUTURE BUDGET PROCESS AND PLANS

EC Meeting: 02-20-2025
Item: 6C

RECOMMENDATION

Provide direction to staff.

BACKGROUND

Staff has been assessing and analyzing the operational and financial data structures currently in existence and considering how they may transition effectively as well as be enhanced in the forthcoming Deltek Vantagepoint enterprise software. In considering the enterprise data that we anticipate will be available to support managerial decisions, we also recognized that the Board has both fiduciary responsibility and a strategic alignment role, which require adequate information for effective engagement in those roles. RGS' budget data historically available to the Board has been at a very high level, with organization-wide activity described, and limited insight into the intersection of financials and operational strategies.

DISCUSSION

As RGS' financials are presently managed in QuickBooks, and will be through June, we anticipate an FY26 budget for adoption in May 2025 that looks similar to past budgets. However, as we move into the Deltek Vantagepoint environment in a few months, it is prudent and timely to obtain input from the Board and Executive Committee as to what presentation of future budgets could include that would support their roles of fiduciary and strategic guidance. The budget documents and quarterly financial reports will remain the primary tools for planning and evaluation by the Board/Executive Committee. Staff intends these to be useful tools, and in that context would welcome input from the Board/Executive Committee as to the content or the process of developing such content. This will enable us to effectively set up the enterprise budgeting tools now and collect FY26 data for this purpose; ultimately resulting in an informative FY 27 budget for Board approval.

FISCAL IMPACT

Limited administrative costs associated with this planning activity will be incurred this FY, and it is anticipated that this will be absorbed into already-planned administrative expenditure.